



# UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UN SOS)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS	:	13 JANUARY 2018
DATE OF ISSUANCE	:	14 DECEMBER 2017
FUNCTIONAL TITLE	:	SUPPLY ASSISTANT
LEVEL	:	GL-5
SECTION	:	VEHICLE PLANT AND EQUIPMENT MAINTENANCE (VP EMS)
LOCATION	:	KISMAYO
DURATION OF CONTRACT	:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER	:	UN SOS/VP EMS/046/2017

## Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

## Organizational Setting and Reporting Relationships:

These position is located in Vehicle Plant and Equipment Maintenance Section (VP EMS), in Kismayo, Somalia. The Supply Assistant reports to Chief, Vehicle maintenance Unit.

## Responsibilities:

Within delegated authority, the Information systems assistant will be responsible for the following duties:

- Receives authorized on-line requisitions for stores' supplies from Unit Chiefs verifies requisitions in accordance with sections'/units' monthly requirements.
- Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitors stock of supplies in the stores; conducts regular stock taking of expendable items in the supply stores; informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner.
- Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
- Assists in raising requisitions for services and items required by the supply Stores; coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis.
- Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit.
- Processes internal R&I reports for goods in the Supply Stores and forwards to R&I Unit for processing records of the goods in the system and issue to end users according to established procedures.
- Updates and monitors stock cards for acquired products.
- Participates in the acquisition and the drafting of preliminary specifications for requirements;
- Assists in conducting periodic inventory of UN Non-Expendable property in Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.
- Prepares write-off requests for property which is lost, obsolete or damaged.

- Receives technical evaluation reports from Technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.
- Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.
- Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property.
- Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
- Performs other duties as required.

#### **Competencies:**

**Professionalism:** Knowledge of supply operations, practices and contract management. Ability to specify business rules in the specific supply area. Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings

#### **Qualifications:**

**Education:** High School diploma or equivalent is required.

**Experience:** At least five (05) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

**Assessment Method:** Evaluation of qualified candidates for this positions may include a substantive assessment which will be followed by a competency-based interview.

#### **How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject line on or before the deadline.** The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **January 13, 2018** will not be accepted. Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Kindly attach a copy of High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).

