



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

DEADLINE FOR APPLICATIONS:	19 MARCH 2018
DATE OF ISSUANCE:	13 MARCH 2018
FUNCTIONAL TITLE:	PROPERTY MANAGEMENT ASSISTANT
SECTION:	PROPERTY MANAGEMENT SECTION
LOCATION:	MOGADISHU, SOMALIA
TYPE OF CONTRACT:	INTERNATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1-9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/PMA/011/2018

Special Notice:

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

DUTIES AND RESPONSIBILITIES: Within the Property Management Section (PMS) and under the supervision of Property Management Officer, the Property Management Assistant is responsible for the following duties:

Plan assets verification with UNSOS PCIU Staff for United Nation Owned Property issued to AMISOM within Somalia mission area, especially in the Sectors;

- Prepare daily report on equipment and fixed assets;
- Plan verification of African Union Owned Equipment as required by AU and report anomalies for corrective action;
- Assist in preparing required documents for verifications in AMISOM Camps;
- Perform physical verifications and inspections to ensure accountability of UN assets issued to AMISOM and make accurate uploading on the UN UMOJA System and report any anomalies;
- Raise discrepancy reports, advise AMISOM Asset Managers of such discrepancies and monitor the associated reconciliation process;
- Review and analysis of discrepancies appearing in UMOJA
- Interact with AMISOM Asset Managers towards resolving pending property management issues;
- Assist AMISOM Asset Managers to provide monthly reports on all UNOEs issued to AMISOM as required by MOU;
- Review of notifications made in UMOJA

Expected results

- Confers regularly with AU Asset Managers/Logistics officer to identify requirements for future assets/Hazardous wastes for disposal.
- Ensure Scrap and hazardous wastes are segregated and stored in proper place after disposal exercise.
- Completion of 100% of Physical Verification of UNOE in Somalia, revision of Notification and discrepancies in UMOJA to a high standard of accuracy and production of accurate IPSAS Financial Year End Inventory Reports for submission to Finance and NY HQ / OPPBA

Competencies:

Professionalism – Sound and proven experience of property management and related duties. Experience in UMOJA (Fixed Assets, Reporting, Physical Verification Updates) is highly desirable. Shows pride in work and 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.

- **Planning and Organizing:** Demonstrated skills and ability to coordinate work with Self Accounting Units and maintain Key Performance Indicator of the unit. Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Qualifications requirements:

Education: High school diploma or equivalent, with training in property management or similar field is required.

Work Experience: A minimum of six (6) years of progressive work experience in logistics operations, or other related fields is required. Experience in Database management and reporting, including production of Excel spreadsheets and similar reports is required. Working knowledge in enterprise resource planning systems such as SAP (Umoja) is desirable and verification process is desirable. Experience or license in operating forklifts is desirable.

Language: English and French are the working languages of the United Nations Secretariat. For this opening, fluency in oral and written English is required. Knowledge of French or Arabic is an asset.

Assessment: Evaluation of qualified candidates may include an assessment exercise, which may be followed by 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 on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **19 March 2018** will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail

A copy of P11 to be attached.

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).