



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSOS)

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

DEADLINE FOR APPLICATIONS:	27 JUNE 2016
DATE OF ISSUANCE:	21 JUNE 2016
FUNCTIONAL TITLE:	PHYSICAL VERIFICATION ASSISTANT
SECTION:	INTERGRATED WAREHOUSE AND DISTRIBUTION
LOCATION:	MOMBASA
TYPE OF CONTRACT:	INTERNATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1 – 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/PVA/001/2016

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.

Organizational Setting and Reporting Relationships:

This position is located at the United Nations Support Office for Somalia (UNSOS) in Mombasa. The incumbent reports to the Chief Mombasa Support Base under the direct supervision of the Monitoring and Compliance Unit Head.

Responsibilities:

Within delegated authority, the Physical Verification Assistant will be responsible for the following duties:

- Plans for and supervises periodic physical inventories of expendable and non-expendable assets and reports results.
- Analyses discrepancies, proposes solutions and follows-up on action to be taken to resolve them
- Monitor and maintain accuracy of the Inventory Management System (IMS) by timely updating PV data in the Galileo IMS.
- Focal point for discrepancy reconciliation as per PMS reports
- Assist in receiving, inspecting, and verifying incoming assets and expendables as part of Monitoring and Compliance Unit
- Focal point for gathering all requests for logistical support in terms of equipment and materials and liaising with Warehouse Operations team for expediting the shipments
- Establishing and maintaining functional files and reference library;
- Manages a unit and supervises assigned staff.
- Other duties as required.

Competencies

Professionalism: 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.

Planning and Organizing: 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

Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education: High School diploma or equivalent. Technical or vocational certificates in Logistics, Supply Chain Management, Business Administration or related fields is a requirement. Qualifications related to Information Technology highly desirable.

Experience: At least 5 years of progressively responsible experience of practical field logistics operations. Knowledge of Inventory management techniques, and Warehousing Operations essential. Knowledge of maintaining databases and ability to use MS Office software highly desirable.

Language: English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required for this post. An addition of any other UN language will be an advantage.

Assessment: Evaluation of qualified candidates for this position will include a competency based interview.

Other: Working knowledge of Galileo or similar asset management system will be a requirement. Fully competent in the use of standard packages including Word and Excel.

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 <http://www.unon.org/>. Applications submitted after the deadline **27 June 2016** 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).