



VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/022/13

The United Nations Office for West Africa (UNOWA)/Cameroon Nigeria Mixed Commission (CNMC) is looking for a highly motivated, team player and result oriented person

**To serve as:
Property Control and Inventory Assistant**

Title Position	Property Control and Inventory Assistant
Number of posts	01
Type of contract	Fixed Term
Duration	One (01) year renewable subject to mandate and post extension
Category	GS-4
Duty station	Dakar, Senegal
Issuing date	27/11/2013
Closing date	04/12/2013

The United Nations Office for West Africa (UNOWA) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

Organizational Setting: The position is located in the Office of the Chief Mission Support. The Property Control and Inventory Assistant will report to Administrative Officer.

Duties and Responsibilities: Under the guidance and supervision of the Administrative Officer the incumbent is responsible for the following:

Maintain, accurate and auditable records, in both hard copy and electronic format, for property control and accountability at UNOWA and CNMC in conformance with Secretariat Administrative Instructions, LSD/OMS guidelines and UNOWA/CNMC Standard Operating Procedures.

Perform quarterly physical inspection and follow up with (Self Accounting Unit) SAUs on reconciliation of discrepancies in respect of all non-expendable property maintained at UNOWA/CNMC for ensuring accuracy and reliability of data.



Assist in the preparation of write-off case presentations for submission to the Chief Mission Support (CMS), Local Property Survey Board (LPSB) or Headquarters Property Survey Board (HPSB) for review.

Update the Galileo database with the details of all Ex-Mission and newly purchased assets received at UNOWA/CNMC from liquidating Missions, SDS/UNHQ and Vendors.

Update the Galileo database with the details of all assets recommended for write-off and approved for disposal.

Assist in managing and maintaining a comprehensive electronic database of expendable UN property; enters data on all incoming expendable property, acquisitions, disposals, transfers, deletions, write off and corrections.

Verify the accuracy of information of the Galileo database against the Receiving and Inspection Reports issued by Receiving and Inspection (R&I).

Follow-up on actions with different UNOWA/CNMC SAUs, UN agencies and others related to the PCI process.

Ensure that assets property records are properly codified in compliance with Galileo Item Master Catalogue so that they are linked to the appropriate IPSAS class/sub-class.

Issue handover, and return Assets to staff members and stock as well as transfer between UNOWA/CNMC and Yaoundé and Calabar Offices. Use web based Inventory system to prepare Issue, handover, return voucher, and keep records of all printed vouchers.

Perform any other duties assigned.

Competencies

Professionalism :

Skills and ability to extract, interpret, analyse and format data across the full range of finance functions; Ability to identify and resolve data discrepancies and operational problems; 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.

Accountability:

Takes ownership of all responsibilities and honours 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

Technological Awareness:

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications**Education**

High school diploma or equivalent; Certificate or diploma in information technology and communication, inventory and supply or other related field is required.

Work Experience

A minimum of four years of experience in asset management, property control, inventory, Information technology or related field is required.

Language

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and French is required.

Others

Knowledge of a property/inventory management system would be asset.

Applications:

Applicants meeting the above qualifications are requested to submit the following only:

- Motivation letter
- Completed and sign P-11 form (please note the P11- Form is available on the internet UNOWA Website)
- Copy of Diplomas and Degrees

Applications can be submitted by email to unowa-cnmc-hr@un.org or via postal mail at the following address:

United Nations Office for West Africa - UNOWA
23851 Dakar Ponty



United Nations Office
for West Africa

Bureau des Nations Unies
pour l'Afrique de l'Ouest

UNOWA
Dakar / Sénégal

Senegal

Note: Please indicate clearly the **title** and **vacancy number** in the email subject or on the envelope. Only short-listed candidates will be contacted.

This announcement and the P-11 Form are available on the UNOWA website:
www.unowa.unmissions.org

Assessment Method:

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.