



**Temporary Job Opening (TJO) Supply Assistant  
UNSMIL-GL-4-01TJO/2017 (Open for 07 days)**

<b>Title:</b>	Supply Assistant
<b>Level:</b>	GS-4
<b>Post #:</b>	
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Logistics- Central Warehouse
<b>Date of Issue:</b>	31 March 2017
<b>Deadline for applications:</b>	11 April 2017

**Women candidates are strongly encouraged to apply to the mentioned position**

<b>HOW TO APPLY:</b>	<p><b>STEP 1:</b> Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: <a href="http://tinyurl.com/unsmil-p11">http://tinyurl.com/unsmil-p11</a>)</p>
	<p><b>STEP 2:</b> Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a> copy to <a href="mailto:divinep@un.org">divinep@un.org</a> and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GL-4-01TJO/2017)</p>
<b>Job Description:</b>	<p>This Position is located in the Division of Mission Support in the Logistics Section, Central Warehouse (UNSMIL). Under the supervision of the Central warehouse and Distribution Section, the responsibilities of the Supply Assistant include (but are not limited to) the following duties:</p> <ul style="list-style-type: none"> <li>• Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; assists in verifying the requisitions in accordance with sections'/units' monthly requirements;</li> <li>• Assists in monitoring stock of supplies in the stores; assists in conducting regular stock taking of expendable items in the supply stores;</li> <li>• Assists in raising requisitions for services and items required by the supply Stores; liaises with offices and sections about the requests received. Follows-up and provides updates of requisition status on a regular basis;</li> <li>• Assists Receipt and Inspection Unit (R&amp;I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit. Prepares internal R&amp;I reports for goods in the Supply Stores;</li> <li>• Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency</li> </ul>



	<p>and accountability;</p> <ul style="list-style-type: none"> <li>• Assists in preparing write-off requests for property which is lost, obsolete or damaged;</li> <li>• Assists in raising requests for write-off in the system;</li> <li>• Generates relevant status report;</li> <li>• Maintains and monitors relevant databases (e.g. stock levels of various supply items). Provides advice on technical matters to the supervisor;</li> <li>• Organizes, and maintains contract files and Section's manuals;</li> <li>• Performs other duties as required.</li> </ul>
<b>Competencies:</b>	<p><b>Professionalism:</b> 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.</p>
	<p><b>Teamwork:</b> 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.</p>
	<p><b>Planning &amp; Organizing:</b> 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.</p>
	<p><b>Client Orientation:</b> 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.</p>



Qualifications	<p><b>Education:</b> High school diploma or equivalent is required</p> <p><b>Experience:</b> A minimum of 3 years of experience in planning and execution of Supply operations, Logistics and Receiving and Inspection, check-in and/check out process. Knowledge of United Nations Logistics, Galileo and Umoja procedures is an advantage.</p> <p><b>Language:</b> English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English and Arabic are required.</p> <p><b>Women candidates</b> are strongly encouraged to apply to the mentioned position</p> <p><b>Special notice</b> The position is initially available until 30 September 2017. Further extension will be subject to performance and budgetary conditions. THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.</p>
Additional information	<p>Due to the high volume of applications received, ONLY those applicants who are short listed will be notified. <b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>