



**Job Opening  
Supply Assistant  
UNSMIL-GS5-JO003/2019**

<b>Title:</b>	Supply Assistant
<b>Level/type:</b>	GS-5 / Fixed-Term Appointment
<b>Duty Station:</b>	Tunis, Tunisia
<b>Section:</b>	Central Warehouse and Distribution Unit – CWDU
<b>Number of Positions</b>	One (1)
<b>Date of Issue:</b>	31 January 2019
<b>Deadline for applications:</b>	14 February 2019

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

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g. UNSMIL-GS5-JO003/2019)

**ORGANIZATIONAL SETTING AND REPORTING:**

This position is located within the Central Warehouse and Distribution Unit of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tunis, Tunisia. The incumbent will be under the overall supervision of the Logistics Officer.

UNSMIL's mandate as renewed in SC resolution 2434 of 13 September 2018 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) support to key Libyan institutions; (b) support for the provision of essential services and delivery of humanitarian assistance; (c) human rights monitoring and reporting; (d) support for securing uncontrolled arms and related materiel and countering their proliferation; and (e) coordination of international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones.

**JOB DESCRIPTION:**

The incumbent provides reliable and timely assistance on efficient management, maintenance and property control of expendable and non-expendable UN property in accordance with United Nations Rules and Regulations. S/he initiates efficient and accurate inventory and asset control, including sound technical guidance and support on start-up operations and recommendations on design of improvements to asset control systems applications.

Within limits of delegated authority, the incumbent may be responsible for the following duties:

1. Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; verifies requisitions in accordance with sections'/units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
2. 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 expirations date of the products.
3. 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.
4. 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.
5. Updates and monitors stock cards for acquired products.
6. 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 and accountability.
7. Prepares write-off requests for property which is lost, obsolete or damaged.
8. 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.
9. Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property.



10. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
11. Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
12. Conducts market surveys for local purchases and cultivates relationships with local vendors and suppliers.
13. In charge of office in the absence of the Unit head, prepares handovers of tasks.
14. Performs 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.

**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.

**Work Experience:** A minimum of five (5) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area. Experience in dealing with local vendors and suppliers is required. Prior relevant working experience within an international organization is highly desirable.



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

**ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**SPECIAL NOTICE:**

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Tunisia must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

**ADDITIONAL INFORMATION:**

The incumbent works in an office environment and/or a warehouse. S/he may share the space with other colleagues. Ability to use computer, photocopier and digital sender is required. Ability to manipulate heavy objects is required.

This job requires frequent interaction with a variety of clients (internal and external) as well as travel to meet local vendors and suppliers. Ability to operate a 4x4 vehicle and a valid driver's license are required for this position.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

**Incomplete applications or applications received after the deadline will not be considered.**

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.