



**Individual Contractor (IC) Opening for Supply Assistant  
UNSMIL-IC-08/2017 (Open for 07 days)**

<b>Title:</b>	Supply Assistant
<b>Level:</b>	3
<b>Post #:</b>	IC
<b>Duty Station:</b>	Tunis
<b>Section:</b>	Central Warehouse & Distribution Section
<b>Date of Issue:</b>	29 March 2017
<b>Deadline for applications:</b>	06 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- IC-08/2017)</p>
<b>Job Description</b>	<p><b>Responsibilities:</b> Under the overall guidance of the Chief Logistics and Central Warehouse &amp; Distribution Section, the Supply Assistant will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Assist and provide ground support for Central Warehouse Section and Logistics;</li> <li>• Move, pack and prepare of all incoming/outgoing shipments from the Mission to various destinations and ensure that items are delivered in accordance with the specifications example personal effects and UN assets;</li> <li>• Liaise with Property Control and Inventory Unit (PCIU) for record reconciliation and together with PCIU for physical verification on behalf of central warehouse and distribution section to complete the annual verification set by UNHQ PMS;</li> <li>• Maintain a good filing system for all outgoing shipments and PCIU/SAU physical verifications. Prepare assets ready to be written-off, separated from the actual stock and update Logistics/Central Warehouse for further action;</li> <li>• Assist in moving the furniture and other UN assets;</li> <li>• Assist in stock counting of stockholding and reflect the realistic quantities held and assist the section to take action in writing off the assets accordingly;</li> </ul>



	<ul style="list-style-type: none"> <li>Assist in retrieving items from warehouse upon approval of Chief Logistics to be packed, ready for shipment</li> <li>Maintain clean work environment;</li> <li>Perform any other duties.</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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p>
	<p><b>Planning and 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>Technological Awareness:</b> 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.</p>
<b>Qualifications:</b>	<p><b>Education:</b> High school diploma or equivalent.</p> <p><b>Experience:</b> A minimum of two (2) years of work experience in Supply Chain Management, Inventory Management or related area.</p> <p><b>Language:</b> Fluency in spoken and written English and Arabic.</p>
<b>Additional information:</b>	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><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>

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