



United Nations Office
for West Africa

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

UNOWA
Dakar / Sénégal

The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person to serve as:

INVENTORY AND SUPPLY ASSISTANT – NATIONAL CONSULTANT

This position is located in the United Nations office for West Africa (Dakar-Senegal), Division of Information and Communication Technology. It is a position of consultant for a period of

Duration: 9 months

Level: G5

Deadline for Submission of Applications: **15 August 2011**

Responsibilities

Under the direct supervision of the Supervisor of ICT Unit, staff member will carry out the following duties:

Supply

- The incumbent monitors budget estimates, funding allocations code, and reports on status and progress.
- Prepares requisitions and enters data to initiate requisition process in Web based Procurement and Supply database.
- Monitor funding certification of requisitions from Certifying Officer; requisitions to Procurement Unit for action; monitors and follows up on status to ensure that procurement activity is undertaken to meet required delivery timetables including active participation during technical evaluations.
- Receive and Inspect all goods and services, coordinate with Sections and Units to inspect requested goods.

- Ensures that Receiving and Inspection reports are accurately reflecting requisitioned and received items, and sends them to Procurement Unit for payment processing purpose.
- Maintains updates and ensures accuracy of computer database by recording requisition details, purchase orders, delivery activity and invoice actions.
- Provides Monthly / Quarterly / Annual Supply and Inventory reports to relevant units.
- Performs other duties as required.

Inventory

- Ensures all assets are assigned stock numbers, bar-coded, decaled and tagged as per UN guidelines provided to Inventory staff.
- Conducts periodic physical inventory of assets / property to ensure accuracy of serial and bar code numbers, stock descriptions, net total on hand and exact location of property.
- Assess supply requirements and warehouse capabilities, to prepare and consolidate asset data for handover to Inventory and Stores Services Management Unit and to assist in budget planning for supply section commodities (Items).
- Assists 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.
- Maintains records of all sales, trade-ins, donations, destructions and write-offs approved by the Property Survey Board.
- Assists in preparing reports on consumption, proposed consumption and local/international procurement lead-time for expendable UN property.
- Performs verification and data migration of existing assets and property on the new inventory database
- Performs other duties as required.
- Issue, handover and return Assets to staff members and stock. Use web based Inventory system to prepare Issue, handover, return voucher, and keep records of all printed vouchers.
- Makes periodic needs assessment to ensure appropriate distribution based on offices/positions/levels of staff;
- Ensures proper recordings in the inventory database; investigates and reconciles discrepancies during physical inventory count;
- Work implies frequent interaction with the following: Staff in the immediate work unit and section, Procurement Staff Administration and General Services

Results Expected:

Demonstrates efficiency and accuracy in inventory and asset control. Effectively tracks, monitors and timely delivery of goods, supplies, equipment and other assets. Effectively organizes and manages records and data and maintains relevant databases. Appropriately applies relevant policies, guidelines, procedures and processes. Establish effective working relationships with internal and external contacts at all levels.

Education and Qualification

Undergraduate degree in administration, procurement and/or in computer science

Excellent Computer skills are required

Language

French, English (good writing skills required).

Application**The position is opened to ECOWAS countries**

Preference will be given to equally qualified women candidates.

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

1. Cover letter, a one-page Statement of Interest explaining why you consider yourself qualified and motivated for this particular position
2. Certificate of Nationality or copy of passport or Identity Card
3. Curriculum Vitae (CV) or completed P-11
4. Certified Copy of Diplomas and Degrees

Note: Before applying for the post, we kindly request candidates to carefully review the Vacancy Announcement to ensure that they meet the Minimum requirement

Please email your application to:

diouf5@un.org

Or

Post it to UNOWA at

23851 Dakar Ponty

Note: Please indicate the vacancy title