

UNITED NATIONS

United Nations Organization Stabilization  
Mission in the Democratic Republic of  
the Congo



NATIONS UNIES

Mission de l'Organisation des Nations  
Unies pour la Stabilisation en République  
Démocratique du Congo

**VACANCY ANNOUNCEMENT**

**Job Opening Reference:** ESB/GJO/LA/01/08-2021

**Issuance Date:** 20/08/2021

**Deadline Date:** 19/09/2021

**Type of contract:** Fixed Term Appointment

**Duration:** 1 year

**Department:** MONUSCO

**Scheduled date for taking up appointment:** ASAP

<b><u>Title:</u></b> Logistics Assistant	<b><u>Grade:</u></b> GL - 4	<b><u>Duty Station:</u></b> Entebbe, Uganda
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b> <small>Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).</small>		

**Organizational Setting and Reporting Relationship**

This position is located within the Centralized Warehouse Section at the United Nations Entebbe Support Base (UNESB). The Logistics Assistant will report to the Chief of Unit at the location.

**Duties and Responsibilities**

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

- Prepares material request orders for transfer of assets.
- Performs warehouse related transactions in UMOJA and submit weekly reports on total stock holdings.
- Liaises with relevant services/ SD sections for all pending reservations and PAPD update.
- Maintains contact with relevant mission staff with respect to provision, co-ordination, monitoring and status of data accuracy and UMOJA users update.
- Follows-up and provides updates of ongoing logistics operations and planning as well as new shipments status on a regular basis.
- Assists staff within the Unit with respect to relevant procedures and practices.
- Records and monitors cost analysis for closed locations activity.
- Maintains and monitors relevant databases (e.g., stock levels of various supply items).
- Generates relevant status reports.
- Performs other duties as required.

## **Qualifications**

### **Education**

High school diploma or equivalent is required.

### **Experience**

A minimum of three (3) years of progressively responsible experience of practical logistics operations or related area in the field is required. Good computer skills, including Word Processing and Excel, is required. Knowledge in UMOJA (SAP) is desirable.

### **Languages**

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

### **Planning & Organizing:**

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.

### **Teamwork:**

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing other 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.

### **Additional important comments**

**Please note that failure to comply with the below will render your application invalid for this process.**

1. Interested and qualified applicants should submit their applications with cover letter together with the attached **United Nations Personal History form (P-11)** only.
2. For the online Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
3. Submit applications by email **ONLY** to: [monusco-hrs-recruitment@un.org](mailto:monusco-hrs-recruitment@un.org). Hand delivered applications will not be accepted.
4. All applications **MUST** indicate the MONUSCO Job Opening reference number for which they are applying, on the **subject line** in the e-mail. e.g. **ESB/GJO/LA/01/08-2021**
5. All applicants **MUST** indicate the **telephone number** and **email address with location**. Applications without telephone number and the email address with location **WILL NOT BE ACCEPTED**.
6. Applications received after the deadline will NOT BE ACCEPTED.
7. **ONLY** successful applicants will be contacted for WRITTEN SUBSTANTIVE and COMPETENCY BASED ASSESSMENT TESTS.
8. **In line with the UN policy on gender balance, FEMALE QUALIFIED CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY.**

### **No fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.