

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

Job Opening Reference: ESB/JO/LL/007/03-2019

Issuance Date: 08 March 2019

Deadline Date: 07 April 2019

Type of contract: Fixed Term Appointment

Duration: 1 Year (Subject to Renewal)

Department: MONUSCO

Scheduled date for taking up appointment: ASAP

Title: Assistant Supply Officer	Grade: NOA	Duty Station: Entebbe, Uganda
<u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u>		
Women are strongly encouraged to apply		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

Org. Setting and Reporting

This position is located within the Integrated Warehouse Unit, Centralized Warehousing Section in the Supply Chain Management Services at the UN Entebbe Support Base (ESB). The Assistant Supply Officer at this level reports directly to Chief of Integrated Warehouse Unit.

Main Duties and Responsibilities

Within delegated authority, the Assistant Supply Officer will carry out the following duties:

- Provides support to senior staff with respect to the provision of support service contracts.
- Examines criteria for contract proposal evaluation
- Provides background information on contractor's claims to facilitate the full evaluation of such claims.
- Carries out preliminary examination of OIOS reports and prepares background information needed for reply.
- Examines contract payment data from missions to ensure contracts are operating within specifications.
- Ensures that appropriate action is taken with respect to the formulation of service contracts.

- Assists in the overall receipt and processing of mission shipments on a daily basis.
- Maintains accurate and complete records with respect to all equipment and stores received, stored and distributed by the mission.
- Reviews delivery manifests and purchase orders for accuracy and completeness, undertakes appropriate follow-up actions.
- Assists in the preparation of Receiving and Inspection(R/I) reports for submission to Procurement Unit.
- Monitors procurement cases.
- Performs other related work as required

Competencies:

- **Professionalism:** Knowledge of supply operations, contract management, furnishing all types of supplies, equipment, material, property and certain services and receiving and inspecting supplies upon arrival and/or related fields. Ability to research and analyze data. 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.
- **Client Orientation:** 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.

Qualifications

Education

- Advanced university degree (Master’s degree or equivalent) in operations and supply chain management, logistics, business administration/management, warehousing or related field is required.
- A first level university degree in combination with a minimum of 2 years’ experience in operations and supply chain management, logistics, business administration/management, warehousing may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of one (1) year of progressively responsible experience in supply services, administration, logistics or related area is required.

In case of a Bachelor's Degree a minimum of two (2) years progressively responsible experience supply services, administration, logistics or related area is required.

Other Required Skills

- Experience in good computer skills, including: Word Processing, Excel, is required.
- Knowledge in SAP/Umoja, Galileo and Business Object Applications 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.
- Knowledge of another official United Nations language is an advantage.

Required documents

- Signed Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Latest performance evaluation report
- Copies of your highest certificate and diplomas

ADDITIONAL COMMENTS

- This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
- 🔗 All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- 🔗 **PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: rsce2-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
- All documents required must be provided at the time of submission. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
- **PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**