

**VACANCY ANNOUNCEMENT****Job Opening Reference: ESB/GJO/R&I/09-2022****Issuance Date: 2 September 2022****Deadline Date: 1 October 2022****Type of contract: Fixed Term Appointment****Duration: 1 year****Department: MONUSCO****Scheduled date for taking up appointment: ASAP**

Title: Receiving and Inspection Assistant	Grade: GL-4	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		
<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 Supply Chain Management Pillar, Integrated Warehouse Section at Entebbe, Uganda. The Receiving and Inspection Assistant at this level usually reports to the Integrated Warehouse Team Leader.

Duties and Responsibilities

Within limits of delegated authority, the Receiving and Inspection Assistant will be responsible for the following duties:

1. Assists in receiving and performing quality inspection of newly purchased materials or transferred from other mission (s), to ensure that all technical specifications are as per the contractual requirements and goods in good working condition (by verifying product specifications, quality and quantity as per the purchase orders);
2. Assists in conducting physical inspections and quality control of United Nations Property to ensure that all items are accounted for and in serviceable condition;
3. Assists in identifying anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to R&I supervisor and Procurement for immediate action;
Processes Virtual Goods Receipts (VGR) and Physical Goods—Receipts reports in UMOJA, including visual inspection of received goods upon arrival, including all corresponding activities (e.g., confirmation of acceptance or report of discrepancies, serialization of equipment, update of records, submission of reports to Vendor Service Line for invoice payments, etc.);
4. Maintains on a daily basis accurate and auditable property records in the electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;
5. Updates all physical verification records and data entry in the electronic inventory management system (SAP/Umoja);

6. Assists stakeholders with the application of property management policies and procedures to meet organizational standards and goals set up in the Department of Support, Directives, LSD Guidelines and mission's SOPs.
7. Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
8. Assists the supervisor in coordinating with Technical Sections in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
9. Prepares statistical analysis and trend analysis on United Nations property;
10. Performs other duties, as required.

Qualifications

Education

High School diploma or equivalent is required. Professional certificate in Supply chain management is desirable. Good computer skills, including word processing, Excel, is required

Work Experience

A minimum of three (3) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, or other related fields, 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.

Communication

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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. Hand delivered applications will not be accepted.
4. All applications **MUST** indicate the MONUSCO Job Opening number for which they are applying, on the **subject line** in the e-mail. e.g. **ESB/GJO/R&I/09-2022**
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 ASSESSMENTS TEST.
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.