

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/07-2023

Issuance Date: 17 July 2023

Deadline Date: 16 August 2023

Type of contract: Fixed Term Appointment

Duration: 1 year

Department: MONUSCO

Scheduled date for taking up appointment: ASAP

<u>Title: Logistics Assistant</u>	<u>Grade: GL-3</u>	<u>Duty Station: Entebbe, Uganda</u>
<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 Centralized Warehousing Section in the Supply Chain Management Service Pillar in Entebbe Support Base, Entebbe, Uganda. The Logistics Assistant reports to the Entebbe Supply Chain Management Team Leader.

Duties and Responsibilities

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

1. Responsible for overseeing updating and managing mission list for commodities and consumables to suit the mission's requirements and based on acquisition planning.
2. Supports requisitioning of requirements for all commodities, in collaboration with the technical Sections.
3. Participates and maintains a system for ongoing inspections of inventories held in the warehouses facilities.
4. Ensures quality control and cost-effectiveness of inventories for logistics support to the mission.
5. Packages inventories, and equipment for onward transfer to warehouse and end-users located in different field locations as well as carry out the administrative activities related to this task.
6. Responds to internal inquiries from section personnel and clients or refers them to appropriate contacts/units.
7. Retrieves information and background research from various sources (e.g. Intra-/Internet, office files, central documentation services, etc.)
8. Operate and handle Material Handling equipment to relocate and re stock heavy containers and prefabs in preparation to physical verification and sites closures.

9. Assists in identifying anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR).
10. Performs data entry of the Cycle counts and R&I reports in Umoja inventory system.
11. Assists in the preparation of material request orders for transfer of assets.
12. Receives and processes claims /receipts.
13. Records logistics activity and contract performance.
14. Updates relevant databases (e.g., stock levels of various supply items, asset holdings, logistics project updates).
15. Assists in the generation of status reports and other reports on various shipments and logistics matter as required.
16. Maintains contract files, office correspondence, and Unit's files and manuals.
17. Performs other duties as required.

Qualifications

Education

High school diploma or equivalent is required.

Experience

A minimum of two (2) years of progressively responsible experience in the field of property management, inventory control, supply chain operations, practical logistics, procurement, or other related fields is required. No experience is required for candidates who possess a first-level degree or higher. Possession of good computer skills, including Word Processing, and Excel, is required. Knowledge of SAP/Umoja and Business Object Applications is desirable. A valid driving license is required.

Language

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

Knowledge of the Organization's rules and regulations as they pertain to supply, purchasing and logistics. Demonstrated use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps. 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 and 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 others' 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 United Nations Personal History form (P-11) or the Personal History Profile (PHP)/ Administrative Profile (AP).
2. For the online PHP/AP visit <https://inspira.un.org> to generate a PHP/AP
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/LA/07-2023**
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.