

**VACANCY ANNOUNCEMENT****Job Opening Reference: ESB/GJO/LA/04-2023****Issuance Date: 5 April 2023****Deadline Date: 4 May 2023****Type of contract: Fixed Term Appointment****Duration: 1 year****Department: MONUSCO****Scheduled date for taking up appointment: ASAP**

<b><u>Title: Logistics Assistant</u></b>	<b><u>Grade: GL-5</u></b>	<b><u>Duty Station: Entebbe, Uganda</u></b>
<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 Mission Support Centre in Entebbe. The Logistics Assistant reports to the Field Logistics Operations (LogOps) Supervisor.

**Duties and Responsibilities**

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

1. Classifies and files appropriately all reports, correspondences and memos to and from LogOps office.
2. Translates documents, letters, Memorandum of Understanding (MOUs) or memos as requested by the LogOps Supervisor or the OIC ESB.
3. Collects weekly report activities from Integrated Services Sections (ISS).
4. Completes request forms and follow-up the supply and re-supply of office stationery and other sundry items.
5. Provides inputs on feasibility for support to clients at ESB in liaison with the Service Delivery and SCM Section to the LogOps Supervisor or the OIC ESB.
6. Assists in coordinating the required logistics support within Entebbe Support Base with different ISS sections and contingents as directed- MEDEVAC, BODEVAC, etc.
7. Participates in logistics recce missions and drafts recce reports as required.
8. Liaises with local authorities on land occupied by MONUSCO in Entebbe Municipality.
9. Receives weekly reports from ISS sections, draft the weekly logistics reports and submit it to LogOps Supervisor for review.
10. Coordinates and monitors logistics support for all military contingent rotations through ESB from all client missions.
11. If required, assists MONUSCO Staff and authorized non-MONUSCO personnel (Local Authorities, NGOs, etc.) during evacuation periods.

12. Reviews the rotation schedule of client missions and assigns transit camp availability accordingly with ES and LSS for catering requirements provision.
13. Performs any other duties as and when assigned by Log Ops Supervisor and FAO.

## **Qualifications**

### **Education**

High school diploma or equivalent is required. Certificate of any course related to Administration/Logistics is desirable.

### **Experience**

At least 5 years of progressive experience in Logistics is required. Proficiency in encoding of data and in the use of MS office applications (Excel, Word, Power point) is required. A valid national driver's license is required. Prior Logistics experience in the United Nations common system field operation 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 respond appropriately; ask 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 (PHP)/ Administrative Profile (AP) visit <https://inspira.un.org> to generate a PHP/AP
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 number for which they are applying, on the **subject line** in the e-mail. e.g. **ESB/GJO/LA/04-2023**
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 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.