



VACANCY ANNOUNCEMENT

Job Opening Reference: ESB/GJO/PCIA/11-2022

Issuance Date: 25 November 2022

Deadline Date: 24 December 2022

Type of contract: Fixed Term Appointment

Duration: 1 year

Department: MONUSCO

Scheduled date for taking up appointment: ASAP

Title: Property Control and Inventory Assistant	Grade: GL-5	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 in the Office of Head of Premises within the Centralized Warehouse Section /Integrated Warehouse Section in the Supply Chain Management Service Pillar at Entebbe duty station. The Property Control and Inventory Assistant will report to the Head of Premises.

Duties and Responsibilities

Within limits of delegated authority, the Property Control and Inventory Assistant will be responsible for the following duties:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Prepares and submits Receiving and Inspection (R&I) reports, discrepancy reports, and disposal reports for the Unit Chief's approval;
- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and records in Damage Discrepancy Reports (DDR), posted on the system and presented to the R&I Supervisor and Procurement for immediate action;
- Reviews Goods' Receipts reports in Umoja and R&I Reports in the electronic inventory management system;
- 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;
- Updates all physical verification records and data entry in electronic inventory management system;
- Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs;

- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Assists SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Produces Business Object reports on monthly basis and when requested by supervisor;
- Assists in drafting statements of requirements for contracts and services for disposal;
- Interacts with other property management stakeholders and providers of services, in particular Technical Sections, Procurement Section, Joint Logistics Operations Center, and Local Property Survey Boards, as appropriate;
- Assists in carrying out Board of Survey functions as and when required;
- Prepares statistical analysis and trend analysis on United Nations property;
- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff;
- Maintains files of rules, regulations, administrative instructions and other related documentation;
- Drafts routine Note Verbales (NV) and/or diplomatic documents, submission, follow up with Ministry of Foreign Affairs (MOFA) and receipt of response/documents on duty free clearance and transfer of ownerships of vehicles, allocation/cancellations of red number plates for all ESB and tenants;
- Prepare NV to the Embassies requesting for visa for staff travelling on official duties, attestation letter in case of non-representation of Embassies in Uganda, cancellations of Passports for Human Remains repatriation, legal issues (investigation cases) and for sale/destruction of UN used properties;
- Performs other duties, as required.

Qualifications

Education

High school diploma or equivalent is required.

Experience

A minimum of five (5) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, or other related fields is required. Good computer skills, including Word Processing, and Excel, are required. Knowledge of SAP/Umoja 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.

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 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 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/PCIA/11-2022**
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 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.