

UNITED NATIONS

United Nations Organization Stabilization
Mission in the Democratic Republic of
the Congo



MONUSCO

NATIONS UNIES

Mission de l'Organisation des Nations
Unies pour la Stabilisation en République
Démocratique du Congo

VACANCY ANNOUNCEMENT

Job Opening Reference: ESB/GJO/PMA/02/02-2021

Issuance Date: 19/02/2021

Deadline Date: 21/03/2021

Type of contract: Fixed Term Appointment

Duration: 1 year

Department: MONUSCO

Scheduled date for taking up appointment: ASAP

Title: Property Management Assistant	Grade: GL - 3	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 Property Disposal Unit at the United Nations Entebbe Support Base (UNESB). The Property Management Assistant will report to the Chief of Unit in Entebbe.

Duties and Responsibilities

Within the delegated authority, the Property Management Assistant is responsible for participation in various phases of the physical and electrical verification of assets within the mission. The Property Management Assistant assists the supervisor in efficient management, accountability of property control in accordance with UN Regulations and Rules, Manuals and relevant guidance. The Property Management Assistant will be responsible for the following duties:

- Assists in receiving all deliveries of mission supplies;
- Assists in conducting physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in specified condition;
- 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 the Commodity Managers, Procurement for immediate action;
- Assist in preparing items recommended for sale in lots;

- Conducts disposal action for items approved for destruction, cannibalization and direct disposal;
- Assists in maintaining accurate and auditable property records in electronic inventory management system for property control and accountability in line with the administrative instructions, guidelines, manuals and Standard Operating Procedures (SOPs);
- Updates all physical verification records and data entry in the Umoja system;
- Assists in the execution of contracts for the disposal of property and supplies including all types of waste material;
- Assists the supervisor in dealing with the Commodity Managers for preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Assists in preparation of statistical and trend analysis on United Nations properties;
- 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, logistics, procurement, or other related fields is required. Experience working in the UN Peacekeeping environment 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.

Skills: Good computer skills, including Word Processing and Excel is required. Knowledge in SAP/Umoja and/or Business Object Applications is desirable.

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 & 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/PMA/02/02-2021**
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.**

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 BANK ACCOUNTS.