

**VACANCY ANNOUNCEMENT****Job Opening Reference:** ESB/GJO/LA/03/08-2020**Issuance Date:** 14/08/2020**Deadline Date:** 13/09/2020**Type of contract:** Fixed Term Appointment**Duration:** 1 year**Department:** MONUSCO**Scheduled date for taking up appointment:** ASAP

<u>Title:</u> Logistics Assistant	<u>Grade:</u> GL - 5	<u>Duty Station:</u> 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		
Qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming)		

Organizational Setting and Reporting Relationship:

This position is located in the Supply Chain Management Pillar, Centralized Warehouse Section, Entebbe. The Logistics Assistant will report to the Team Leader in the Centralized Warehouse in Entebbe.

Duties and Responsibilities:

Within delegated authority, the logistics Assistant will be responsible for operations within the Integrated Warehouse (IW) under the direct supervision of the Integrated Warehouse Team Manager with the following duties:

- Reviews cost estimates for input into budget formulation.
- Monitors budget estimates and reports on funding allocations.
- Maintains, updates and ensures accuracy and completeness of computer database recording requisition details purchase orders, delivery and invoice actions. This includes coordinating on delivery schedules, follow-up and receipt of Receiving and Inspection (R&I) reports, verification of invoices against R&I reports, recording contract status at all stages of processes.
- Assists in receiving all deliveries of mission supplies and performs data entry of the Goods Receipt Reports in UMOJA inventory management system (SAP).
- Controls and manages supply related items requisitioning and delivery.
- Monitors and reports on implementation of logistics plans, including movement and delivery of assets, and assists in stock verification exercises and physical checks of assets and equipment and update all changes in electronic inventory (UMOJA/SAP) on regular basis.
- Manages and maintains records of the procurement thresholds set for each contract.
- Coordinates on consumables and spare parts consumption rates and usage patterns.
- Assists in the preparation of statistical analysis and trend analysis of inventories in use and in stock.

- Assists in maintaining accurate and auditable property records in electronic inventory management systems for property control and accountability in line with the administrative instructions, guidelines, manuals and internal Standard Operations Procedures (SOP).
- Maintains supporting files, database and monitors reports.
- Prepares routine office correspondence
- Records contract actions and monitors activity.
- Performs other duties as required.

General

- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.

Education:

- High school diploma or equivalent is required.

Experience:

- At least five (05) years of progressively responsible experience of practical logistics operations or related area is required. Experience in the use of ERP or 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 are required. Knowledge of another official United Nations language is desirable.

Competencies:

Professionalism:

Knowledge of the substantive field of work in the areas of supply chain management, warehousing, inventory management, distribution, warehouse safety management, as well as related procedures, practices and environmental standards. Knowledge of and ability to apply UN rules, regulations, policies and guidelines in work situations. 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. All applicants must apply using a Personal History Profile generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
2. All applications must be accompanied by the following which MUST be provided at the time of submission:
 - o Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org>) to generate an account and the PHP) and submitted as a PDF or JPEG attachment to the document.
 - o Latest performance evaluation report (for internal UN Candidates).
 - o Copy of High school diploma or equivalent.
 - o Copies of other relevant certificates and diplomas.
3. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: monusco-hrs-recruitment@un.org WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
4. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL (ESB/GJO/LA/03/08-2020).
5. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
6. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted based on the information submitted. Applications cannot be amended after submission.
7. This position is funded for an initial period of one year and may be subject to extension.
8. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.