

**Job Opening Reference:** ESB/TJO/001/10-2018

**Issuance Date:** 20 October 2018

**Deadline Date:** 03 November 2018

**Type of contract:** Temporary Appointment

**Department:** MONUSCO

**Scheduled date for taking up appointment:** ASAP

<b>Title: Property Management Assistant</b>	<b>Grade: GS-3</b>	<b>Duty Station: Entebbe, Uganda</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>		

- **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 MONUSCO Entebbe Support Base (ESB) Integrated Warehouse Section, of the Supply Chain management Services, in the Mission Support Division.

The Property Management Assistant at this level reports to the Chief of Unit.

#### **1. Main Duties and Responsibilities:**

Within delegated authority, the Property Management Assistant will carry out the following duties:

- Assists in receiving all deliveries of mission supplies
- Assists in conducting physical inspection and quality control of mission UNITED NATIONS property to ensure that all items are accounted for and in serviceable conditions.
- Assist in identifying anomalies and/ or discrepancies and the details thereof or any other reasons for rejection and record in damage discrepancy reports posted on the Damage Discrepancy Reports posted on the system and presented to the Receiving & Inspection (R&I) supervisor and Procurement for immediate action.
- Performs data entry of the Goods Receipt Reports in Umoja and R&I reports in Galileo inventory management system.
- 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 SOPs.
- Updates all physical verification records and data entry in Galileo 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 Self Accounting Units (SAUs) for preparation of equipment write offs and processing of write off cases through relevant property survey boards.
- Assists in the preparation of statistical analysis and trend analysis on United Nations property.
- Assists the supervisor in efficient management accountability of property control in accordance with the UN regulations and rules manuals and relevant guidance. Effective tracking monitoring and reporting of all inventory transactions and property management related activities.
- Perform other duties as and when required by the supervisor.

## 2. 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.
- **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.
- **Client Orientation:** Client Orientation: Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

## 3. Qualifications required to perform the assigned duties of the post.

### Education

- High school diploma or equivalent is required.

### Work Experience

- A minimum of three (3) years of progressively responsible experience in the field of property management, inventory control, logistics, procurement or other related fields is required.
- Working experience in a multicultural and/or international work environment is desirable.

### Other Skills

- Valid national driving license is desirable
- Inventory management system knowledge is an advantage
- Experience in weight and balance calculations, preparation and handling of cargo pallets for air and ground transportation is an advantage
- Computer literacy in word processing, spreadsheets is an advantage

- Operator licenses for forklift and/ or other Material Handling Equipment (MHE) are an advantage.

### 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.
- Knowledge of another official United Nations language is an advantage.

### Required documents

- Signed, updated Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Latest performance evaluation report
- Copy of High School Diploma
- Copies of your highest certificates and diplomas

### ADDITIONAL COMMENTS

- The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.
- All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- **PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
- All documents required **MUST** be provided at the time of submission. **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 on the basis of the information submitted. Applications cannot be amended following submission.**
- **PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**