

UNITED NATIONS

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



NATIONS UNIES

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

VACANCY ANNOUNCEMENT

Job Opening Reference: ESB/GJO/RIA/02/08-2020

Issuance Date: 11/08/2020

Deadline Date: 10/09/2020

Type of contract: Fixed Term Appointment

Duration: 1 year

Department: MONUSCO

Scheduled date for taking up appointment: ASAP

<u>Title:</u> Receiving and Inspection Assistant	<u>Grade:</u> GL - 4	<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 <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 Supply Chain Management Pillar, Centralized Warehouse Section, Entebbe. The Receiving and Inspection Assistant at this level usually reports to Centralized Warehouse Supervisor.

Duties and Responsibilities:

Within delegated authority, the Receiving and Inspection Assistant will be responsible for operations within the Centralized Warehouse with the following duties:

- Assists in receiving and performing quality inspection of newly purchased materials or goods transferred from other missions, to ensure that all technical specifications are as per contractual requirements and goods are in good working condition (by verifying product specifications, quality and quantity as the purchase orders);
- Assists in identifying anomalies and/or discrepancies in quantity or quality of delivered goods or any other reason for rejection and records in Damage Discrepancy Reports (DDR) for onwards submission to R&I supervisor and Procurement for appropriate action;
- Conducts virtual goods receipts and physical goods receipts, including visual inspection of received goods upon arrival, including all corresponding activities (e.g. confirmation of acceptance or report of discrepancies, serialization, update of records, initiate payments, etc.);
- Assists in conducting physical inspections and quality control of United Nations Property to ensure that all items are accounted for and in serviceable condition;

- Maintains daily accurate and auditable property records in the electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and Standard Operating Procedures (SOPs);
- Updates all physical verification records and data entry in the electronic inventory management system;
- Assists stakeholders with the application of property management policies and procedures to meet organizational standards and goals set up in the Department of Support Directives/Guidelines and mission's SOPs;
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste materials;
- Assists the supervisor in coordinating with Technical Sections in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Prepares statistical analysis and trend analysis on United Nations property;
- 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:

- Minimum of three (3) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, or other related fields is required.

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 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 all areas of work 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:** Work collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

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/RIA/02/08-2020).
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.