



**JOB ANNOUNCEMENT**

**Job Opening Reference:** ESB/GJO/LL/006/5-2018

**Issuance Date:** 19 May 2018

**Deadline Date:** 17 June 2018

**Type of contract:** Fixed Term Appointment

**Duration:** 1 Year

**Department:** MONUSCO

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

<b>Title: LOGISTIC ASSISTANT</b>	<b>Grade: GL-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>		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

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**Org. Setting and Reporting**

This position is located within the Integrated Warehouse Section in the Supply Chain Management Services

**Main Duties and Responsibilities**

Within Delegated authority, the Logistic Assistant is responsible for the following duties:

- Responds to internal inquiries from section personnel and clients or refers them to appropriate contacts/units.
- Assists in receiving all deliveries of mission supplies.
- Assists in the preparation of requisitions/services entry sheets and enters applicable systems data to initiate requisition process.
- Records logistics activity and contract performance
- Assists in conducting physical inspection and quality control of the UNITED NATIONS property to ensure that all items are accounted for and in serviceable conditions.
- 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.
- Assists in the preparation of material request orders for transfer of assets.

- Updates relevant database (e.g. stock levels of various supply items, asset holdings, logistics project updates).
- Assists in the generation of status reports and Other reports on various transport and logistics matter as required.
- 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.
- Maintains contract files, office correspondence, and Unit's files and manuals.
- Performs other duties, as required.

### 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.

### Qualifications

#### Education

- High school diploma or equivalent is required

#### Work Experience

- A minimum of two (2) years of progressively responsible experience of practical field logistics operations, supply chain operations or related area is required.
- Familiarity with Logistics SOPs, Mission/Section and Unit guidelines, ST/AIs and Umoja processes are desirable.
- Experience in good computer skills, including: Word Processing, Excel, is required.
- Knowledge in SAP/Umoja, Galileo and Business Object Applications are 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.
- 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
- Copies of all your qualifications as per job opening

### ADDITIONAL COMMENTS

- This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates will 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.**