



## RE-ADVERTISED

**Job Opening Reference:** RSCE/GJO/PMU/003/01-2019

**Issuance Date:** 25 January 2019

**Deadline Date:** 08 February 2019

**Type of contract:** Fixed-Term Appointment

**Duration:** 1 year (further extension subject to successful performance and extension of mandate)

**Department:** RSCE

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

<b>Title: Property Management Assistant</b>	<b>Grade: GS-5</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>		

**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).

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### **Organizational Setting and Reporting Relationship.**

This position is in the RSCE (Regional Service Center Entebbe) Property Management Unit, Regional Service Center Entebbe.

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:

- Assist in receiving all deliveries of mission supplies
- 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.
- Perform physical inspection of UN owned property to ensure that all items are accounted for and in serviceable conditions and verify whether accurate accountability of P&E issued to end-users is being maintained.
- Perform data entry of the Goods Receipt Reports in Umoja and R&I reports in Galileo inventory management system.

- Use Business Object report tools to prepare statistical inventory reports to provide feedback to Supervisor
- Assist 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.
- Update all physical verification records and data entry in UMOJA /Galileo system.
- Assist in the execution of contracts for the disposal of property and supplies including all types of waste material.
- Assist 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.
- Assist in the preparation of statistical analysis and trend analysis on United Nations property.
- Assist 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.

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

### Education

- High school diploma or recognized equivalent is required. A technical or vocational qualification in property management or procurement is desirable.



## Work Experience

- A minimum of five (5) years of progressively responsible experience in the field of property management, inventory control, logistics, procurement or other related fields is required.
- Experience working within an international organization or non-governmental organization - in a conflict or post-conflict setting is desirable.
- Experience in a shared service center is desirable
- 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.

### **ADDITIONAL IMPORTANT COMMENTS.**

1. Please note that failure to comply with the below will render your application invalid for this process.
2. 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.
3. All applications must be accompanied by the following which **MUST** be provided at the time of submission:
  - a. Signed Personal History Profile (PHP) as generated from INSPIRA (visit <https://inspira.un.org> to generate an account and the PHP) submitted as a PDF or JPEG attachment to the document.
  - b. Latest performance evaluation report (for internal UN Candidates).
  - c. Copy of High School Diploma.
  - d. Copies of other relevant certificates and diplomas.
4. PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: **rsce2-recruitment@un.org** WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.
5. PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.
6. Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.
7. 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 following submission.
8. This position is funded for an initial period of one (1) year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
9. PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.

