

Posting Title : PROPERTY MANAGEMENT OFFICER, P3  
Job Code Title : PROPERTY MANAGEMENT OFFICER  
Department/ Office : Regional Service Centre at Entebbe  
Location : ENTEBBE  
Posting Period : 18 October 2021-1 December 2021  
Job Opening number : 21-PAM-RSCE-166362-R-ENTEbbe (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

The Department of Operational Support (DOS) was established to provide end-to-end operational support, advisory services and other solutions to operating entities across the Secretariat, including departments, offices away from headquarters, peace operations, and regional commissions.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location-dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Chief RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

This position is located in the Property Management Unit, United Nations Regional Service Centre Entebbe (RSCE). The incumbent will report to the Deputy Director, Regional Service Centre Entebbe.

### **Responsibilities**

Within delegated authority, the Property Management Officer shall be responsible for the following duties:

- Plans the property management operations, monitors progress through statistical analysis of database records and monthly progress reports for the Unit;
- Monitors ongoing operations of the Unit, the regular site visits of field mission offices and physical inspections and verification of UN property;
- Assist with the analysis and monitoring of the effectiveness and execution of asset control procedures in RSCE to ensure compliance with the Financial Regulations and Rules of the United Nations,
- Liaises with the Self Accounting Units, Procurement Section and Movement Control Section at the mission on matter related to Inventory Control, Receiving and Inspection as well as Disposal activities of UN Property;
- Plans and supervises proper disposal of hazardous waste, of written-off property and of some commodities representing a risk to the environment, in order to avoid any pollution or contamination;
- Oversees the maintenance of accurate and auditable records, in both hard and electronic format, for accountability of UN Property at the RSCE in conformance with Administrative Instructions, Logistics Division (LD)/Department of Operational Support (DOS) guidelines and mission Property Management standard operating procedures;
- Ensures proper utilization and enhancement, as required, of the established business intelligence and management tools to monitor and evaluate the overall progresses of the Mission's property management activities;
- Oversees the incoming shipments and ensures they are processed through Umoja and Receiving and Inspection reports are prepared in Umoja; Monitors RSCE inventory ensuring that anomalies are identified in discrepancy reports and addressed immediately;
- Oversees the preparation of periodic performance reports in line with the Office of Supply Chain Management (OSCM) quarterly performance report, reviews and ensures accuracy of data;
- Prepares accurate and auditable statistical reports for management and the LD/DOS and draft correspondence, as required;
- Oversees the compilation and drafting the Standard Operating Procedures (SOP) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Section/Unit, including terms of reference and job descriptions for the Staff in the Unit;
- Identifies issues and implement solutions to problematic areas related to Property Management.
- Oversees the maintenance of the fixed assets register by recording information related to fixed assets, ensures accuracy and integrity of property records;
- Ensures accurate tracking of existing fixed assets, implement and monitor the periodic physical verification process; In collaboration with the financial reporting section, prepares and verifies periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), ensures timely submission as per the OSCM Guidelines.
- Performs other duties as required.

## **Competencies**

**Professionalism:** Ability to manage a diverse range of property management services; Analytical capacity and proven business process management; knowledge of the UN Financial Regulations and Rules; demonstrated expertise in logistics/supply chain management. 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.

**Accountability:** Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**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.

## **Education**

Advanced university degree (Masters or equivalent) in business administration, logistics management, supply chain management or related fields. A first-level university degree in combination with two (2) years qualifying experience may be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in property management, property control, logistics, supply chain management or related area required.

Experience in utilizing an ERP system for asset management and reporting is required.

Experience working in property management in an international organization is desirable.

Experience in property management performance monitoring and reporting is required.

Experience in IPSAS accounting is desirable .

### **Languages**

English and French are the working languages of the UN Secretariat. For the post advertised, fluency in English is required.

### **Assessment**

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### **Special Notice**

- This post is funded for an initial period of one year and may be subject to extension.
- The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.
- Staff Members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all Staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

### **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or

attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

## **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE

RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.