

Posting Title : PROPERTY MANAGEMENT OFFICER, P3
Job Code Title : PROPERTY MANAGEMENT OFFICER
Department/ Office : Regional Service Centre at Entebbe
Location : ENTEBBE
Posting Period : 18 January 2019-16 February 2019
Job Opening number : 19-PAM-RSCE-109662-R-ENTEBBE (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the Property Management Unit, United Nations Regional Service Centre Entebbe (RSCE). The Property Management Officer will be based in Entebbe, Uganda. Within the delegated authority the incumbent will report to the Deputy Chief, 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;
- 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 mission in conformance with Administrative Instructions, LDS/DFS 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 both Umoja and Galileo Inventory Management System; Monitors the Galileo Inventory Management database, ensuring that anomalies are identified in Discrepancy Reports and addressed immediately;
- Oversees the preparation of periodic performance reports in line with the LSD quarterly reporting regime, reviews and ensures accuracy of data;
- Prepares accurate and auditable statistical reports for management in missions and LSD/DFS 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; Prepares and verifies periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), ensures timely submission as per the LSD Guidelines.
- Performs other duties as required

Competencies

PROFESSIONALISM:

Ability to manage a diverse range of property management services; Ability to apply analytical skills in a wide range of statistics on property management; Analytical capacity and proven business process management; Expert 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.

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.

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.

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 2 years qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience

A minimum of five (5) years of progressively responsible experience in property management, property control, and asset management is required. Experience in support services and logistics/supply management is desirable. Experience in property management gained in military or UN field operations is desirable. Experience in utilizing an ERP system for asset management and reporting is desirable.

Languages

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

Assessment

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

Special Notice

Please note that Political Affairs positions include conflict and post-conflict locations in non-family and/or hardship duty stations. Political Affairs staff may also be housed in camp environments. An updated list of missions and additional information on working in the field can be found at

<http://www.un.org/en/peacekeeping/about/dfs/>.

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 or sexual abuse, or crimes other than minor traffic offences, 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.

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.

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.