



VACANCY ANNOUNCEMENT

Job Opening Reference: RSCE/GJO/RCITS/GL-4/003/06-2017

Issuance Date: 10 June 2017

Deadline Date: 24 June 2017

Type of contract: Fixed Term Appointment

Duration: 1 Year

Department: Regional Service Centre, Entebbe (RSCE)

Scheduled date for taking up appointment: ASAP

NB: CANDIDATES WHO APPLIED TO THE PREVIOUS GJO (JOB OPENING REFERENCE: RSCE/GJO/RCITS/GL-4/002/03-2016, APPLICATION PERIOD: 12 – 30 MARCH, 2016) HAVE TO RE-APPLY

Title: Telecommunications Assistant (Asset Management Assistant)	Grade: GS-4	Duty Station: 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		

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

Org. Setting and Reporting

The Position is located in the Regional Communications and Information Technology Service (RCITS). The Asset Management Assistant will report to the Chief Regional Systems Support unit.

Main Duties and Responsibilities

Under the overall supervision of the Chief Regional Systems Support, the incumbent will perform the following duties:

- Reports to the Unit Supervisor on all pending and processed invoice transactions;
- Liaises with Finance Section on charges to be recovered from staff and timely payment of provider's invoices;
- Assists in the receiving, inspecting and verification of all incoming ICT assets and supplies; issues CITS equipment and enter the records in the asset control system
- Assists in preparation of the scheduling of deliveries of equipment to users and coordinates returns of CITS equipment to the warehouse;
- Assists in preparation of business-related memoranda and facsimile correspondence in respond to queries from Service Providers, companies and staff members;
- Maintains and controls proper records for all expendable and non-expendable CITS assets using the organization's enterprise asset management systems, such as Galileo;

- Updates and administers asset databases, tracking life cycle of all assets;
- Monitors the physical inventory of stocked items on a regular basis to ensure accuracy of records, and location of property.
- Assists in the maintenance of a proper filing system of all outgoing and incoming daily correspondences either by hard copy filing method or by electronic means;
- Assists in identifying files for archiving and performing same using the appropriate electronic archiving system; Opens and closes new logging sheets for the proper recording of new outgoing and incoming messages that will facilitate the preparation of statistics chart;
- Provides first echelon maintenance to the equipment used by the facility;
- Respects and observes the confidentiality of any or all of the documents that flow through the Communications Centre.
- Performs related administrative duties, as required, such as drafts routine correspondence, and assists with the coordination of the travel program;
- Monitors accounts and payment to vendors and individual contractors for services;
- Assists with the coordination of physical space planning;
- Assists with the administrative arrangements for seminars, conferences and meetings;
- Assists with the coordination of translation/interpretation services for the section/unit
- Monitors status of expenditures and allotments, records variations, updates budget tables; consolidates data received and provides support to higher-level staff with respect to budget reviews;
- Maintains files of rules, regulations, administrative instructions and other related documentation; maintains up-to-date work unit files (both paper and electronic); coordinates extensively with service units and liaises frequently with internal team members both at Headquarters and in field missions.
- Ensures that all the required spare parts and supplies are in place so as to minimize downtime of ICT equipment;
- Assists with the regularly scheduled and preventative and corrective maintenance on ICT equipment;
- Coordinates with the asset management unit regarding the upkeep of proper inventory records;
- Assists and organizes the receiving/inspection of new equipment;
- Assists in formulating technical training curriculum and the conduct of in-house training programs for national staff and others within the unit.
- Performs other duties as required.

Competencies:

- Communication – Good written and oral skills, including ability to prepare memorandum and reports.
- Technological Awareness - Demonstrates good knowledge of information technology and applies it in work assignments. Experience using Galileo Inventory Management System (IMS) is an advantage.
- Teamwork and Respect for Diversity - Good interpersonal skills; demonstrated ability to develop and maintain effective work relationships with various offices and counterparts of RICTS, in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Qualifications

Education

- High School Diploma or equivalent is required. Additional technical or vocational training in telecommunications or other related field is required.

Work Experience

- At least three (03) years of working experience in providing ICT operational support services related to assets, telephone billing, communications center and/or ICT operations support. Familiarity with Communications and Information Technology Assets/Materials is 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 certificates and diplomas

ADDITIONAL COMMENTS

- This position is funded for an initial period of one year and may be subject to extension.
- 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 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.**