



Terms of Reference (TOR)
Individual Contractor – Property Control and Inventory Assistant

Job Opening Reference: RSCE/ICPCIA/12/2022

Issuance Date: 16 December 2022

Deadline Date: 23 December 2022

Type of contract: Individual Contractor

Duration: Four (04) months

Department: RSCE

Scheduled date for taking up appointment: ASAP

Title: Individual Contractor (IC) – Property Control & Inventory Assistant	Grade: GS-2	Duty Station: Entebbe, Uganda
THIS IS A LOCALLY- RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/ OR LEGAL RESIDENTS OF UGANDA		
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).

Organizational setting and Reporting:

The United Nations Regional Service Centre in Entebbe (RSCE) is a shared service center based in Entebbe, Uganda. 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 Director RSCE and support offices through the Deputy Director 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.

These positions are located in the Property Management Unit of the Regional Service Centre Entebbe (RSCE). The Individual Contractors at this level report to the Property Management Assistant (GS-6)

Purpose:

The ICs will work within the Property Management Unit of the RSCE to conduct joint RSCE/MONUSCO stock/physical inventory check of all equipment held in the ESB and perform other PMU related duties and functions.

Schedule:

The IC contract will be for a period of Four (04) months.

Specific Tasks to be performed by the IC:

Under the direct supervision of the Property Management Assistants, the ICs will perform the following roles and responsibilities:

- Help in identifying discrepancies and follow up with PCIU to rectify the same.
- Liaise with various Property Management stakeholders on matters related to inventory control.
- Assist in conducting physical inspections and quality control of RSCE Property to ensure that all items are accounted for and in specified condition.
- Assist the PCIU staff to look for equipment installed in various function locations.
- Work with the disposal planner to arrange items recommended for disposal
- Keep proper filing systems in both hard and soft copy of all documents relating to PCIU and PDU operations.
- Participate in Board of survey physical inspections for property proposed for write-off and disposal.
- Assist the Disposal planner to load, transport, and offload materials from BOS inspection points to MONUSCO-PDU.
- Compliance with security procedures and health & safety
- Work with warehouse staff to distribute materials and supplies, if necessary.
- Assist in conducting weekly/monthly inventory cycle counts.
- Perform other duties, as required.

Education:

- High school diploma or equivalent required.
- A valid driver's license is desirable.

Work Experience:

- At least 1-year previous experience, working knowledge of a warehouse, inventory control, property management, logistics or other related fields, is required.
- Ability/knowledge to operate a forklift is desirable.

Other skills and abilities:

- Good communication, organizational, time management and mathematical mental arithmetic ability.

- Data entry and computer skills.
- Dependable and reliable.
- Spatial awareness and judgement.
- Attention to details.
- Ability to regularly lift and / or move objects 10-50 lbs, occasionally lift and / or move objects that weigh more than 100 lbs.

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.

Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors' language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork - Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' 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.

Languages:

Fluency in oral and written English is required.

Additional important comments

Please note that failure to comply with the below will render your application invalid for this process.

1. All applicants must apply using a Personal History Profile (PHP) generated from INSPIRA (visit <https://inspira.un.org>) as soon as possible after the Terms of Reference have been posted and well before the deadline stated therein.
2. All applications must be accompanied by the following which **MUST** be provided at the time of submission:
 - 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.
 - Copies of the required education qualifications.
 - Copies of other relevant certificates.
3. Please note that only applications submitted to the email address: rsce2-recruitment@un.org will be considered. No hand-delivered applications will be accepted.
4. Please enter the job opening reference (RSCE/ICPCIA/12/2022) in the subject line of your e-mail.
5. Each applicant must bear in mind that submission of incomplete or inaccurate applications will render that applicant ineligible for consideration.

6. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
7. Applications received after the deadline will NOT BE ACCEPTED.
8. Evaluation of qualified candidates will include an assessment exercise which may be followed by a competency-based interview.
9. This position is open to nationals of Uganda and/ or legal residents of Uganda.
10. Please note that only shortlisted candidates will be contacted further.

No fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.