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## UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

### Internal / External

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<b>Job Title &amp; Level:</b>	<b>LOGISTICS ASSISTANT (Warehouse Supervisor), GL-5</b>
<b>Department/Office:</b>	<b>UN VERIFICATION MISSION IN COLOMBIA</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>20 October – 03 November 2017</b>
<b>Job Opening Number:</b>	<b>MC-NJO-2017-040</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 form, which can be found at <https://colombia.unmissions.org/empleo> No CVs will be accepted) at the following e-mail address: [MCrecruitment@un.org](mailto:MCrecruitment@un.org)

**Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.**

Please include the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

**Organizational Setting and Reporting Relationships:** This position is located in Mission Head Quarters, Life Support Office/ Mission Integrated Warehouse, located in Bogota.

#### **Responsibilities:**

The Centralized Warehouse Supervisor is required to supports all Logistics projects related to Property Management functions by adapting and applying Logistical techniques; conducting inventory checks and physical inspections; Arranging mission Stocks, Preparing reports and calculations. Prepare orders of supplies of different commodities; keep daily reports schedule work in cooperation with other trades and suppliers.

#### **Centralized Warehousing and Stores:**

- Manages the Centralized Warehouse concept under new UN Supply Chain Management system to monitor global stocks such as Expendable, and Non Expendable items related to Engineering, Life Support, CITS, and General Supply commodities.
- Organizes regular replenishment systems from all SAUs, minimizing stock holdings and proceed to cycle counts, bi-annual 100% physical inventory and subsequent stock adjustment authorized by the Chief Life Support Unit using Property management guidelines and Warehouse systems at Mission Level.

- Provide an uninterrupted, timely and sound support to none Regional Offices within the Colombian Territory.
- Proceeds to analyze stocks and demands prior providing feedback to Acquisitions Unit to initiate any Shopping Cart for purchases with strict respect of financial rules and regulation under the UMOJA (SAP) environment.
- Receive Notification orders from the Chief Life Support and Chief Supply Chain Management to execute demands and orders from customers, verify entitlements and scale of issue, organize delivery for approved quantities.
- Install and Coordinate with warehouse staff and related subordinates, for the implementation of warehouse related projects.
- Accountable for UN properties Expendable and Non Expendable with correct and accurate data in the Galileo Inventory Management System (IMS) and UMOJA system.
- Maintain permanent contact with the Chief Life Support to implement the Unit strategies.
- Assistance in the repair and maintenance of Office Equipment and Furniture assembly.
- Assistance in the preparation of documents for solicitations.
- Monitor expiry dates, take proactive action to organize the stock rotation to prevent expiration and ensure good storage conditions.
- Inspection of supply custodians during the food delivery with the quality control checklist.
- Proceed on monthly basis to the physical inventory and subsequent stock adjustment authorized by the Ration Operations Supervisors at Mission Level.
- Accountable for UN properties with correct and accurate data in the Galileo Inventory Management System (IMS) and excel spreadsheet when applicable.

#### Administration:

- Maintain accurate, reliable and auditable filing system to document all operations and support to non-MNCU entities.
- Responsible for the administrative coordination and support of all Logistics needs in region via Regional Support Office.
- Submit the weekly and monthly reports to the head of Life Support Unit and other Logistics Units.
- Accountable for any Stock element and documents as per UN financial Rules.
- Perform other relevant duties as required.

#### **Competencies:**

**Professionalism:** Knowledge of the UN information systems and applications. Knowledge of the UN Warehousing and Property management processes and workflows. Ability to analyze the customer requirements and good technical skills to provide customer support service. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work. **Accountability:** Takes ownership of all responsibilities

specially goods and commodities under his/her supervision. Honors 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. **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.

### **Qualifications:**

**Education:** High school diploma is required as a minimum. Additional training in Information Technology/Information Systems and Inventory systems is desirable. The Logistics Assistant/Warehouse Supervisor will be required to hold a Certification from a recognized and accredited educational institution on Logistics related functions.

**Experience** At least five (5) years of relevant experience in logistics field or Supply Chain management Field is required. Warehousing experience will be an asset.

**Language:** For this position, fluency in oral and written English and Spanish is required.

### **United Nations Considerations**

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

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### **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.