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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	LOGISTICS ASSISTANT, GL-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	MULTIPLE LOCATIONS – COLOMBIA (5 posts)
Posting Period:	24 October – 08 November 2017
Job Opening Number:	MC-NJO-2017-047

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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. If you need more P11 pages, please print and add them as additional pages to the P11 submission. Please make sure the e-mail application is not larger than 9MB in size.**

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:** These positions are located in United Nations Verification Mission in Colombia Regional Headquarters. The incumbent is responsible for the completion of a variety of specialized activities enabling and maintaining a smooth flow of equipment, supplies and personnel to, from, and within the filed mission area. Logistics Assistants at this level work in the areas of Mission Support at Regional and field level and report to the Regional Support Officers or to the Chief Logistics Operations.

#### **Responsibilities**

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

#### Supply:

- Supports more senior staff with respect to all aspects of major services contracts.
- Maintains database used by DPKO/DPA and field missions to monitor mission specific and Systems Contracts reports.
- Acts as focal point for the production of field mission cost estimates.
- Maintains supporting files and database with respect to Mission Support Letters of Assistance (LOA).
- Controls and manages Mission related items requisitioning and delivery.
- Records contract actions and monitors activity. This includes

Inspection (R&I) Reports, verification of invoices against R&I reports, recording contract status at all stages of processes.

- Manages and maintains records of the procurement thresholds set for each contract.
- Initiates requisitions when required, records deliveries, progressive funding and expenditures, liaises with mission support components on receipts and associated actions.

#### Transport

- Manages and maintains records of the direct provisioning process.
- Assists in the execution of technical evaluations for long and short-term contracts.
- Establishes and maintains relevant reference library.
- Co-ordinates with mission support components on usage patterns, fleet control and equipment.

#### General

- Supports Regional Support Officers and/or Logistics Officers with respect to all aspects of Mission Support administrative and logistics tasks.
- Monitors and reports on implementation of logistics plans, including movement and delivery of assets and completion of project functions as required.
- Liaises and assists in coordination of administrative and logistics support with Mission Support-Logistics Operations HQ and other mission components, such as military, police, security and substantive offices.
- Assists the RSO or cash custodian with the management of petty cash and imprest funds, keeps records, progressive funding and expenditures, liaises with different stakeholders on receipts and associated actions.
- Prepares requisitions and enters data to initiate requisition process. Provides updates of requisition status on a regular basis.
- Coordinates on mission consumption rates and usage patterns.
- Monitors budget estimates and reports on funding allocations.
- Maintains, updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and invoice actions.
- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- Performs other duties as required.

#### Competencies:

- **Professionalism:** Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment. Ability to maintain accurate records and prepare reports on a wide variety of data. 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

- **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.

**Qualifications:**

**Education:** High school diploma or equivalent is required. Certificate in Administration or Logistics field is desirable.

**Work Experience:** At least five (5) years of experience in supply chain management, contracts administration, logistics or related area is required. Previous experience in SAP system or a similar system 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 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.