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**UNITED NATIONS VERIFICATION MISSION IN COLOMBIA**  
**JOB OPENING**  
**Internal / External**

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<b>Job Title &amp; Level:</b>	<b>PROPERTY MANAGEMENT ASSISTANT</b>
<b>Department/Office:</b>	<b>UNVMC</b>
<b>Location:</b>	<b>BOGOTA</b>
<b>Posting Period:</b>	<b>1 – 15 February 2018</b>
<b>Job Opening Number:</b>	<b>MC –NJO-2018-006</b>

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

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**IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates**

The Human Resources Unit invites all interested and qualified candidates to apply for the advertised position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via the email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

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

**Organizational Setting and Reporting**

These positions are located in the United Nations Verification Mission in Colombia – UNVMC. A political Mission established in Colombia in compliance with General Assembly resolutions, United Nations Secretariat rules and regulations, strategic guidance from United Nations Headquarters and oversight bodies.

Property Management Assistants at this level work in the areas of Property Control, Property Disposal under Property Management. The post usually reports to the head of a Unit/Section or to a Senior Officer.

**Responsibilities**

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

- Assists in coordinating with technical sections/units in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards. Performing board of survey functions when required
- Assists in conducting physical inspections and quality control of Mission Property to ensure that all items are accounted for and in serviceable condition. Update physical verification records and data entry in UMOJA
- Be able to identify discrepancies during physical count or inspections, and to report them accordingly.
- Assists in preparation and submission of discrepancy reports, write-off and disposal requests for review and further approval
- Assist with data entry record and maintains inventory accountability and control.
- Maintaining accurate and auditable files and property records for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs
- Assists Asset Holders or Self Accounting Units (SAUs) in application of Property Management Policies and Procedures to meet organizational standards and goals set up in the Directives, Guidelines and Mission Standard Operating Procedures (SOP)
- Available to travel to regional offices to conduct spot check visits on physical verification for all UN Property
- To maintain, updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and invoice actions.
- Familiarizes with UN guidelines and office procedures
- Performs other duties as required. Supports senior staff with respect to all aspects of major services contracts

### **Competencies**

**Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database 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. 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.

**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.

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.

### **Education**

High school diploma or equivalent.

### **Work Experience**

Previous of experience in property management, logistics or related area. Knowledge of SAP and experience in Supply Chain Management will be desirable

### **Languages**

English and French are working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

Other: Good computer skills, including Word and Excel

### **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.

### **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.