
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA

JOB OPENING

Internal / External

Job Title & Level:	PROPERTY MANAGEMENT ASSISTANT (RECEIVING AND INSPECTION)
Department/Office:	UNVMC
Location:	BOGOTA
Posting Period:	2 – 16 February 2018
Job Opening Number:	MC –NJO-2018-007

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

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.

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

The position is 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.

Receiving Assistants at this level work in the areas of Receiving and Inspection under Supply Chain Management. The post usually reports to the head of a Unit/Section or to a Senior Officer.

Responsibilities

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

- Receiving and Inspecting all materials consumables and equipment acquired, donated to as well as all items transferred from other United Nations Missions to

UNVMC

- Ensure that items received are in accordance with terms and conditions specified in relevant Purchase Order (PO), Contract, Letter-of-Assistance (LOA) or Transfer document when from other Mission
- Review and verify delivery documentation. Be able to identify issues related to shortages, damages or missing equipment
- Ensure that equipment is correctly identified, recognized, valued and properly registered into UMOJA
- In coordination with Self Accounting Units (SAUs), Property Management and Procurement Section, ensure that equipment received is labelled/serialized in accordance with the procedures
- Coordinating with other missions on delivery schedules, follow-up. Coordinating with Movement Control and Asset Holders or SAUs on receiving and inspecting material being transferred from outbound
- Create Good Receipts (GRs) reports in UMOJA to be submitted to Finance, to Asset Holders or SAUs, Property Management and to UN Headquarters if required. If require, prepare Discrepancy reports to be sent to Procurement and respective SAU,
- Process and update data of all materials consumable and equipment in UMOJA.
- Maintain updates and ensures completeness of purchase orders, delivery and invoice actions. Maintaining files and records with respect to property control and accountability
- Familiarizes with UN guidelines and office procedures
- Performs other duties as required, may include support to other staff with respect to all aspects of property Management.

Work implies frequent interaction with the following:

- Staff within own Section
- Staff across Mission Headquarters
- Mission field staff and UN agencies staff members
- Vendors or Suppliers

Results Expected:

- Processes work and related follow-up in an efficient and timely manner. Performs a variety of functions to support Mission operation, enabling a smooth flow of equipment and consumables, information and provide proper support to staff within the Mission. Seeks advice from supervisor, as applicable.

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 experience in property management, logistics or related area is required. 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.