
MISSION IN COLOMBIA – TEMPORARY JOB OPENING

Internal / External

Job Title & Level:	LOGISTICS OFFICER NO-C Temporary Appointment
Department/Office:	UN MISSION IN COLOMBIA/Headquarters
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (from 11 May to 25 May 2018)
Job Opening Number:	MC-NJO-2018-020

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

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

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.

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.

Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia based in Bogota. The Logistics Officer will report to the Chief of Unit.

Responsibilities

Under the direct supervision of the Chief of Logistics Unit, the Logistics Officer will be responsible for the following duties

- Provide direct support to the Unit Chief in regard to planning of logistics projects and programs, camp closures, scheduled rotation/withdrawal and

redeployment of Military Contingents and Formed Police Units and electoral logistics activities.

- Participate in Recces, formulation of projects' scope, schedules, periods, identification and mobilization of resources;
- Assist the Unit Chief with cost estimate and risk analysis;
- Actively liaise with all concerned stakeholders in the implementation of Mission projects in support of the Government of Colombia and provide updates on project work;
- Coordinate with Engineering Section, space allocation, plans of office buildings and storage facilities.
- Develop mission support plans/task matrices and prioritize resource allocation.
- Assist the Unit Chief with the plans for upcoming mission drawdown/liquidation.
- Provide comprehensive, substantiated and timely plans to the Unit Chief, in accordance with organizational protocols.
- Drafts and coordinates logistics reports, plans and other documents supporting the implementation of logistics operations, as directed by Head of Unit or Section Chief.
- Drafts and coordinates inputs to logistics reports, presentations, briefing notes, and other information documents required by the management.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Performs other related duties as required.

Competencies

Professionalism: Knowledge of logistics operations and practices. Knowledge of Incoterms. Demonstrates openness in sharing information and keeping people informed. 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. 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.

● **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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Education

Advanced university degree (Master's degree or equivalent) in the field of social sciences, law, human rights, engineering or other related fields. Familiarity with administrative, labor, and/or military laws and principles is desirable. A first-level university degree in combination with 2 additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Experience

A minimum of five (05) years of progressively responsible experience in land or air transport, logistics operations in military, commercial or international organizations, or related area. Experience in the United Nations is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in Spanish and English is required.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph

3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. 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.