
UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	SUPPLY ASSISTANT (General Supply), GL-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	BOGOTA, COLOMBIA
Posting Period:	20 October – 03 November 2017
Job Opening Number:	MC-NJO-2017-038

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.

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 of the United Nations Verification Mission in Colombia, under the Life Support Office, located in Bogota.

Responsibilities:

Under the Chief of the General Supply Unit, plans and defines major essential requirements by developing SOWs and TORs and, will serve as a Service Order Requester.

Within the terms of organization's delegated authority and under the direct supervision of Chief Life Support Unit, the Supply Assistant will undertake the following tasks and responsibilities.

General Supply and Stores:

- 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 General Supply 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 Scope of Works (SOW) documents for solicitations of various General Supply projects.
- Monitor expiry dates, take proactive action to organize the stock rotation to prevent expiration and ensure good storage conditions.
- Perform the control of General Supply contracts Such as stationary, Office Equipment, UN PPEs, and related quality control checklist.
- Proceed on monthly basis to the physical inventory and subsequent stock adjustment authorized by Property Management Manuals.
- Accountable for UN properties with correct and accurate data in the Galileo Inventory Management System (IMS) and excel spreadsheet when applicable.
- Receive requests from end users, verify entitlements and scale of issue, organize delivery for approved quantities.
- Install and Coordinate with warehouse staff to install furniture on site.
- Accountable for UN properties with correct and accurate data in the Galileo Inventory Management System (IMS).
- Maintain permanent contact with the Chief Logistics and implement the Unit strategy.
- Assistance in the repair and maintenance of Office Equipment and Furniture assembly.
- Assistance in the preparation of documents for solicitations.

Rations and water:

- Keep Regional staff and civilians 14 DOS emergency stock reserve in ration and water packs in 8 regional offices and 26 Local cities.
- 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 check list.
- 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.
- Maintain permanent contact with the Chief Logistics and implement the Unit strategy.

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 Supply Unit and other Logistics Units.
- 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 or first University degree. Additional training in Information Technology/Information Systems and Inventory systems is desirable.

Experience The Supply Assistant will be require to have a minimum of three (3) years of relevant experience in logistics field or Supply Chain management Field. The Supply Assistant will be required to hold a Certification from a recognized and accredited educational institution or a diploma from a Supply Chain Management institution.

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.