
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA
JOB OPENING
Internal / External

Job Title & Level:	Property Management Assistant, G5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location:	BOGOTA, COLOMBIA
Posting Period:	28 November 2017 – 13 December 2017
Job Opening Number:	MC-NJO-2017-054

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

RECRUITMENT FOR THIS POSITION MAY BE SUBJECT TO FUNDING EXTENSION

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

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 5MB in size.

Organizational Setting and Reporting Relationships:

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.

The Property Management Assistant (G5) will report to the Chief of the UNVMC Property Management Cell, the Property Management Assistant (FS-5).

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

Work implies frequent interaction with the following:

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

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:

United Nations Core Values are: Integrity, Professionalism and Respect for Diversity

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. Knowledge of SAP and experience in Supply Chain Management will be desirable. 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 and honours 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 equivalent.

Experience: A minimum of five years of progressively responsible experience in property management, logistics or a related area is required.

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.

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.