
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA
JOB OPENING
Internal / External

Job Title & Level: Logistics Assistant (GS-5)
Department/Office: UN VERIFICATION MISSION IN COLOMBIA (UNVMC)
Location: Arauca
Posting Period: January 26, 2022 – February 25, 2022
Job Opening Number: UNVMC-NJO-2022-004

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

IMPORTANT NOTICE

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for National Job Openings.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia: <https://www.youtube.com/playlist?list=PL-8SckVjge3073SwTDG1VQf1oLTWfUQ4>

Organizational Setting and Reporting: This position is located in the United Nations Verification Mission in Colombia, Subregional Office of Arauca. The incumbent is responsible for the completion of a variety of specialized Mission Support activities enabling and maintaining a smooth operation in the area of responsibility. Additionally, the Logistics Assistant at this level will report to the Regional Administrative Officer (RAO), at the Regional Headquarters in Cucuta as First Reporting Officer and the Logistics Officer for Operations in LogOps Unit at the Mission Headquarters as Second Reporting Officer.

Responsibilities:

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

Logistics:

- Supports more senior staff with respect to all aspects of major service contracts.
- Assists the RAO and/or cash custodian with the management of petty cash, imprest and XB funds; keeps records, progressive funding and expenditures; liaises with different stakeholders on receipts and associated actions.
- Prepares requisitions and enters data to initiate requisition processes.
- Provides updates of requisition status on a regular basis.
- Monitors budget estimates and reports on funding allocations.
- Supports the RAO in the proper maintenance of the Arauca Subregional office, ensuring the continuity of public services, upkeep of office equipment as well as facilities.
- Prepares routine office correspondence.

Supply/ Transport

- Monitors and reports on implementation of logistics plans, including movement and delivery of assets, completion of project functions and status of contract amendments as require
- Maintains supporting files, databases and monitors reports.
- Controls and manages Mission related items requisitioning and delivery.
- Records contract actions and monitors activity.
- Initiates requisitions when required, records deliveries, progressive funding and expenditures, liaises with mission support components on receipts and associated actions.
- Manages and maintains fleet refuelling records.
- Coordinates on consumables and spare parts consumption rates, usage patterns and fleet control
- Supports the coordination with vendors for preventive and corrective fleet maintenance.

General

- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- Performs other duties as required

CORE VALUES:

- **Professionalism:** Knowledge of policies, regulations and practice 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. 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.
- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.
- **Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

COMPETENCIES:

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.

Qualifications:

- **Education:** High school diploma or equivalent is required. Certificate in the Administration or Logistics field is desirable.
- **Work Experience:** At least five (5) years of experience in supply chain management, contracts administration, logistics or related area is required. Previous experience in SAP

system or a similar system is desirable.

Languages: English and French are the working languages of the United Nations Secretariat. For the advertised position, fluency in oral and written English and Spanish is required.

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 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.

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.

IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.