
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

Job Title & Level:	Requisition Assistant, GS-6
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, UNVMC/CMS/SCM/AMU
Location:	Bogotá, COLOMBIA
Posting Period:	17 March 2023 – 15 April 2023
Job Opening Number:	UNVMC-NJO-2023-011. One year Fixed-Term appointment with the possibility of extension

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

IMPORTANT NOTE:

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 must send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P-11 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 this Job Openings.

If you are an internal candidate with a Fixed Term, Continuing or Permanent 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-8SckVjg-e3073SwTDG1VQf1oLTWfUQ4>

The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

Organizational Setting and Reporting Relationships:

This position is located in the United Nations Verification Mission in Colombia (UNVMC), at the Acquisition Management Unit. The incumbent will report to the Acquisition Planning Assistant as the First Reporting Officer and a Second Reporting Officer the Chief Acquisition Management Unit.

The Requisitions Assistant at the G-6 level participates and assists the Acquisition Planning Assistants (FS-5 level) and Officers in the business processes for acquisition of various services and commodities (e.g., information technology and communications equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, furniture and fixtures, stationery and office supplies, accommodation, and office equipment, etc.). His/her contribution may have a direct impact on the planning and delivery of supplies and service capabilities of UNVMC and its ability to implement the mandate as approved by the UN Security Council.

Responsibilities:

Within the limits of delegated authority, the Requisition Assistant G6 will perform the following duties and responsibilities:

Requisitioning:

- Prepares requisitions for diverse services and commodities (e.g. ICT equipment, vehicles, medical equipment and supplies, food rations, fuel, construction materials, furniture and fixtures, stationery, etc.) within established KPIs, taking into account changing priorities and emergencies; mission's acquisition and source plans; process lead-time; most optimal sourcing options and delivery schedules; and compliance with contractual terms.
- Liaises with counterparts in acquisition management unit or UNGSC on items availability prior to raising requisitions to acquire new items and raises internal (transfer) orders for items to be supplied from existing inventory of Strategic Deployment Stock (SDS) or surplus stock in other missions.
- Works in close collaboration with internal stakeholders, such as the technical units within Service Delivery and Supply chain sections and assists in the preparation of the shopping cart requests for various commodities ensuring completeness of the requirements and compliance with established SOPs.
- Liaises with Procurement Unit regarding the procurement process for raised requisitions and maintains relevant internal databases to track outstanding requisitions and keep various stakeholders informed of their status.
- Alerts Acquisition Planning Officer and acquisition management unit of any recurring or duplicated requirements in order to optimize the requisitioning and supply chain management process.

Acquisition Planning:

- Assists in the preparation of the annual acquisition, source and delivery plans formulation as part of the mission logistics planning process based on mission priorities.
- Coordinates all logistics needs in each mission location and assists in monitoring and tracking all aspects of the Mission's supply chain to ensure flawless supply of goods and services.
- Forecasts the logistics requirements in the near and medium terms based on changing priorities and emergencies as related to the assigned categories, provides advance information of such requirements to the concerned stakeholders.
- Extracts the data and generates expenditure reports from Umoja ECC, SRM, BI, and SCPT.
- Provides preliminary analysis of the extracted data and the reports generated, through review of stock holdings, consumption patterns, procurement cycle times, requirements and forecasts of internal and external customers, and highlights areas of concern for the attention of the Acquisition Planning Officer to ensure timely decision-making and to minimize potential supply chain gaps.
- Ensures monitoring and implementation of the annual demand and sourcing plans and carry-out their systematic update.

Business Intelligence and Reporting:

- Implements operational, analytical, and strategic reporting solutions and visual dashboards aimed to provide meaningful, real-time, and actionable intelligence to facilitate improved decision making, to monitor and measure the end-to-end supply chain performance against set targets and established benchmarks, and to highlight and address areas of concern.
- Generates weekly, monthly, and quarterly analysis reports on the end-to-end Supply Chain business performance.
- Drafts a variety of correspondence.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions
- Performs other duties as assigned

Core Value

Professionalism: Knowledge of internationally recognized procurement standards and of all phases of international procurement techniques and operations used in contracting for a diverse range of goods and services. Working knowledge of contract law, acquisition and budget planning. Knowledge of quantitative methods of measure supplier capacity systems and ability to identify sources of supply, market trends, pricing and invoicing. Knowledge of local commerce, types of taxes and how to apply them to services and goods. Ability to shape and influence agreements with requisitioning units and vendors. Ability to apply technical expertise to resolve a range of issues/problems. 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 and challenges; remains calm in stressful situations.

Commitment to implementing the goal of gender equality by ensuring equal participation and full involvement of women and men in all aspects of work.

Competencies

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.

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 client's environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products and services to clients'.

Education:

High school diploma or equivalent is required.

Technical or vocational certificate in logistics, supply chain management, business administration or procurement is desirable.

Training and/or certificates in International Public Sector Accounting Standards (IPSAS), Business Intelligence (BI), Supply Chain Planning Tool or SCOR-P is desirable.

Experience:

A minimum of seven (7) years of progressively responsible experience in supply chain, inventory management, logistics, procurement, administration, or related area is required.

Experience providing logistics and supply chain support services in a volatile, conflict or post conflict environment is desirable.

Experience working with Enterprise Resource Planning (ERP) systems related to Acquisition Planning and Supply Chain Management applications or similar in the areas of scheduling, inventory control, procurement, accounting, project management, risk management and compliance or logistics processes is desirable.

Experience working with Microsoft Power BI and data analyses is desirable.

Languages:

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

NOTE: Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

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 GGST test online.

The following candidates do not need to take or retake the GGST:

(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.

(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.

If you fall within one of the foregoing categories, please indicate it in your application.