
JOB POSTING DETAILS

Posting Title:	Supply Assistant, GL-5
Job Code Title:	Supply Assistant
Opening Number:	OSESGY-2021-NJO-004
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Sana'a, Yemen
Type of Contract:	Fixed-Term
Duration of Contract:	One (1) Year Renewable
Posting period:	24 June – 07 July 2021

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

Special Notice:

The Office of the Special Envoy of the Secretary General for Yemen invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile – P11) to the Recruitment Unit via email OSESGYrecruitment@un.org.

Important Notice: Applicants are required to submit only the P-11 form at this time since OSESGY is not able to consider a Curriculum Vitae or Resume. Therefore, *only applications made via the UN P-11 form will be considered*. Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Org. Setting and Reporting:

The position is located in the Service Delivery and Supply Chain Management Pillar of the Mission Support Component of the Office of the Special Envoy of the Secretary-General for Yemen (OSESGY). The incumbent will be based in Sana'a, Yemen and will report directly to the Supply Assistant on site.

Responsibilities:

Within the limits of delegated authority, the Supply Assistant will be responsible for performing the following duties:

- Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; verifies requisitions in accordance with sections'/units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitors stock of supplies in the stores; conducts regular stock taking of expendable items in the supply stores; informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner. Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
- Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors. Processes internal R&I reports for goods in the Central Warehouse, enters the records in the system and issues to end users according to established procedures. Updates and monitors stock cards for acquired products.
- Participates in the acquisition and the drafting of preliminary specifications for requirements; participates in the preparation of technical evaluation committees and presentations to Local Committee on Contracts.
- Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Central Warehouse stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.
- Processes write-off requests for property which is lost, obsolete or damaged. Receives technical evaluation reports from Technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.
- Ensures that property approved for write-off and disposal is disposed off in a timely manner. Provides updates of write-off requests status on a regular basis. Creates disposal certificates to send back to technical units.
- Assists in preparing a variety of monthly, yearly, and ad hoc inventory reports of the field mission's property. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- Performs other duties as required.

Core Competencies:

Professionalism: Practical knowledge of supply management, inventory management or logistics support with good understanding of field support operations, program/contract execution and administration; good understanding of internal procurement policies, practices and procedures; proven analytical skills, including ability to research and analyze data and develop recommendations and plans; proven ability to develop, maintain and supervise management control systems for assets, materials, services and claims; 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

Education:

A High School Diploma or equivalent is required.

Work Experience:

At least five (05) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment:

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

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.