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## JOB POSTING DETAILS

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<b>Posting Title:</b>	<b>Logistics Assistant, GL-6</b>
<b>Opening Number:</b>	<b>OSESGY-2017-NJO-024 (Amman)</b>
<b>Department/Office:</b>	<b>Office of the Special Envoy of the Secretary-General for Yemen</b>
<b>Location:</b>	<b>Amman, Jordan</b>
<b>Type of Contract:</b>	<b>Temporary Appointment</b>
<b>Duration of Contract:</b>	<b>Six (6) months</b>
<b>Posting period:</b>	<b>Seven (7) days</b>

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

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#### **Special Notices:**

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](mailto:OSESGYrecruitment@un.org).

This Temporary Job Opening is *for an initial period of six (6 months)*. Any extension of assignment / appointment is subject to extension of the mission's mandate and funding of the position.

**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:**

This position is located in the Office of the Chief of Mission Support of the Office of the Special Envoy of the Secretary-General for Yemen (OSESGY). The Logistics Assistant will be based in Amman, Jordan and will report to the Administrative Officer.

## **Responsibilities:**

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

### **Supply:**

- Assists the Office of Mission Support teams with respect to property and inventory control; surveys mission owned equipment, evaluates requirements, and recommends additions and deletions of equipment and commodities;
- Provides contract management support to the Administrative Officer;
- Verifies funding, bidding, evaluation and certifies invoices with respect to requisitions;
- Acts as primary focal point for the production of field mission cost estimates.

### **Transport**

- Assists in the execution of technical evaluations for long and short-term contracts;
- Assists Administrative Officer in researching and obtaining data and documents related to official travel of MS staff;
- Provides technical assistance with respect to vehicle insurance and vehicle database operation;
- Maintains liaison with relevant departments and field missions with respect to the status of procurement, delivery, financial and insurance matters.
- Supervises the drivers and manages Manaseer fuel cards running monthly online checks of consumed amounts and control logbooks

### **General**

- Under the supervision of the AO, prepare the groundwork required to initiate a requisition and liaise with the Requisitioners to complete that in UMOJA assist in performing technical evaluations.
- Designs and develops relevant databases required for the monitoring of contracts;
- Formulates and monitors budget allocations related to the administration of contracts;
- Performs other duties as required.

## **Competencies:**

**Professionalism:** Knowledge of the Organization's rules and regulations pertaining to administrative and logistics functions; Demonstrates use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps; Ability to work independently as s/he is responsible for the efficient utilization of assets in the delivery of support to and transportation of personnel, goods and equipment across the mission area; 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 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.

**Education:**

A high school diploma or equivalent is required.

**Work Experience:**

A minimum of seven (7) years of progressively responsible experience of practical field logistics operations is required, with good knowledge of general administration and contract management.

**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 Method:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by 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.