
JOB POSTING DETAILS

Posting Title:	Supply Assistant, GL-5
Opening Number:	OSESGY-2019-NJO-010
Department/Office:	Office of the Special Envoy of the Secretary-General for Yemen
Location:	Amman, Jordan
Type of Contract:	Fixed-Term
Duration of Contract:	One (1) Year Renewable
Posting period:	18 - 28 July 2019

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 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 Amman, Jordan and will report to the Supply Officer.

Responsibilities:

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

1. Assists in raising requisitions for services and items required by the supply Stores; coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis.
2. 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.
3. Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.
4. Prepares 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.
5. Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.
6. 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.
7. Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
8. Prepare supporting documents (narrative and supporting tables) with respect to the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements
9. Assist in the preparation of budget performance submissions and finalization of budget performance reports, analysing variances between approved budgets and actual expenditures
10. Monitor expenditures and compare with approved budget; prepare adjustments as necessary
11. 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.

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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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.

Education:

A High School Diploma or equivalent is required.

Work Experience:

A minimum of five (5) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area is required.

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.