
JOB POSTING DETAILS

Posting Title:	Logistics Assistant, GL-5
Job Code Title:	Logistics Assistant
Opening Number:	UNMHA- 2021-TJO-29
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Sana'a, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six months
Posting period:	9-16 December

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

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. Only Yemeni nationals are eligible to apply to this position.

Org. Setting and Reporting:

This position is located in the Office of Supply Chain and Service Delivery of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a, Yemen and will report to the Requisitions Assistant, at the FS-5 level.

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. Prepares requisitions/raises service entry sheets or other required actions in UMOJA. Provides updates

of requisition status on a regular basis. Reviews cost estimates for input into budget formulation. Monitors budget estimates and reports on funding allocations. Maintains, updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and invoice actions. This includes coordinating on delivery schedules, follow-up and receipt of Receiving and Inspection (R&I) Reports, verification of invoices against R&I reports, recording contract status at all stages of processes. Assists with the preparation of presentations on Contracts for LCC related procurement action. Prepares routine office correspondence.

Supply/Transport/Movements

Manages and maintains records of the procurement thresholds set for each contract. Maintains supporting files, database and monitors reports. Establishes and maintains relevant reference library. Initiates requisitions when required, records deliveries, progressive funding and expenditures, liaises with different departments on receipts and associated actions. Coordinates on consumables and spare parts consumption rates and usage patterns. Controls and manages supply related items requisitioning and delivery. Records contract actions and monitors activity.

General

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

Core Competencies:

Professionalism:

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.

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.

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:

High school diploma or equivalent is required.

Work Experience:

- At least five (05) years of progressively responsible experience of practical logistics operations or related area is required.
- Experience working with database is desirable.

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 an informal interview.