
JOB POSTING DETAILS

Posting Title:	Supply Assistant, GL-4
Opening Number:	UNMHA-2023- TJO-004
Job Code Title:	Supply Assistant
Department/Office:	UNMHA
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Aden, Yemen
Type of Contract:	Temporary Appointment
Duration of Contract:	Six Months
Posting period:	20- 27 February 2023

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:

The position is in the Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Aden Yemen and will report to the Supply Officer and Chief of Service Delivery – UNMHA.

Responsibilities:

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

- 1). Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; assists in verifying the requisitions in accordance with sections'/units' monthly requirements.
- 2). Assists in monitoring stock of supplies in the stores; assists in conducting regular stock taking of expendable items in the supply stores.
- 3). Assists in raising requisitions for services and items required by the supply Stores; liaises with offices and sections about the requests received. Follows-up and provides updates of requisition status on a regular basis. Controls and manages supply related items requisitioning and delivery.
- 4). Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit. Prepares internal R&I reports for goods in the Supply Stores.
- 5). 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.
- 6). Assists in preparing write-off requests for property, which is lost, obsolete or damaged. Assists in raising request for write-off in the system. Assists in consulting technical sections/units to identify surplus assets.
- 7). Identifies issues and implements solutions as instructed by the supervisor.
- 8). Generates relevant status reports.
- 9). Maintains and monitors relevant databases (e.g. stock levels of various supply items). Provides advice on technical matters to the supervisor.
- 10). Organizes, and maintains contract files and Section's manuals.
- 11). Fuel receiving and stock monitoring and account keeping of transactions.
- 12). Records contract actions and monitors activity.
- 13). 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.

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.

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/ Certificate or equivalent is required.

Work Experience:

At least three (03) years of progressively responsible experience in logistics, inventory and supply management 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:

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

Work Experience:

At least three (03) years of progressively responsible experience in logistics, inventory and warehouse management 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:

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