

Re-ADVERTISEMENT

United Nations Military Observer Group in India and Pakistan (UNMOGIP) JOB OPENING- Property Control & Inventory Assistant, GL-3 ISLAMABAD

Issuance Date: 19 March 2023

Deadline Date: 02 April 2023

Type of contract: Fixed Term Appointment

Department: Supply Chain Management and Service Delivery

Title: Property Control and Inventory Assistant

Grade: GL-3

Duty Station: Islamabad, Pakistan

Org. Setting and Reporting:

The position is in the United Nations Military Observer Group in India and Pakistan (UNMOGIP). The Property Control and Inventory Assistant perform the duties under the direct supervision on Chief of Supply Unit and overall supervision of the Chief of Supply Chain Management and Service Delivery Section. Within delegated authority the Property Control and Inventory Assistant will be responsible for the following duties:

Main Duties and Responsibilities:

Under the direct supervision of the Chief of Supply Unit, the incumbent:

- Assists in monitoring stock of supplies in the stores; assists in conducting regular stock taking of expendable items in the supply stores.
- Inform supervisor on any shortfall or low/high stock levels (minimum, maximum, reorder levels, order quantity).
- Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by the vendors and managed by supply Unit. Assists in processing internal R&I reports for goods in the Supply Store.
- Assists in preparing write-off requests for property, which is lost, obsolete, sales or damaged in the system and mark equipment with assign batch numbers.
- Maintains and monitors inventory databases (e.g., safety stock of various supply items).
- Assists in preparation in packing, loading, issuing, and delivering supplies to all UN Field Stations and Islamabad & Srinagar HQs and Delhi Liaison office.
- Assists in quarterly cycle count and physical verification of equipment and supplies.
- Physical arrangement and rearrangement of consumable supplies and equipment at warehouse.
- Performs other duties as required.

Competencies:

- **Professionalism** – Knowledge of relevant UN rules, regulations, administrative procedures, policies, and directives, and of inventory and control guidelines, directives and procedures. 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.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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.

Qualifications:

Education:

High school diploma or equivalent.

Experience:

At least (2) years of progressively responsible experience in the field of warehouse and Inventory Management or related area are encouraged to apply. Working knowledge of computer programs such as MS Word, Excel and preferably experience related to supply and inventory logistics, working experience in international organizations, use of forklift/warehouse equipment is desirable and will be an added advantage.

Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, Good written and spoken English is required. Knowledge of another official United Nations language is an advantage.

Assessment:

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

Closing date: 02 April 2023

Applicants must apply by completing UN Personal History Profile (PHP) and forward the completed UN PHP application together with cover letter to unmogip2@un.org, Only applications received on the PHP format by the closing date will be accepted.

Please complete the UN Personal History Profile (PHP) on INSPIRA at <https://inspira.un.org/>.

Instructions on completing the PHP are available in below link.

https://unmogip.unmissions.org/sites/default/files/instructions_on_how_to_create_php_in_inspira.pdf

Qualified female candidates are strongly encouraged to apply.

United Nations Considerations:

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

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.