

United Nations Military Observer Group in India and Pakistan (UNMOGIP)
JOB OPENING - Supply Assistant Transport – GL- 5 ISLAMABAD

Issuance Date: 21 May 2023
Deadline Date: 20 June 2023
Type of contract: Fixed Term Appointment
Department: Transport Section
Title: Supply Assistant
Grade: GL-5
Duty Station: Islamabad, Pakistan

Org. Setting and Reporting:

The position is in the United Nations Military Observer Group in India and Pakistan (UNMOGIP). The Supply Assistant perform the duties under the direct supervision of the Chief Transport Officer. Within delegated authority, the Supply Assistant will be responsible for the following duties:

Main Duties and Responsibilities:

Under the direct supervision of the Chief Transport Officer, the incumbent:

1. Receives authorized on-line requisitions for motor vehicle spare parts from of Section Head; verifies requisitions in accordance with sections' quarterly requirements. Ensures that spare parts are issued to requesting office as per approved requisitions without delay.
2. Monitors stock of spare parts in the stores; conducts regular stock taking of expendable parts in the stores informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner. Ensures that items in the spare parts stores are arranged in an orderly manner.
3. Assists in raising requisitions for services and good required by Transport Section; coordinates with Section about the requests received. Provides updates of requisition status on a regular basis.
4. Assists Receipt and Inspection Unit (R&I) in receiving and inspecting spares delivered by vendors and managed by Registry Unit. Processes internal R&I reports for spares received and forwards to Registry Unit for processing records of the goods in the system and issue to end users according to established procedures. Updates and monitors stock cards for acquired products.
5. 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.
6. 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.
7. 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.

8. 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.
9. 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.
10. Performs verification of spare parts through EPC (Electronic Parts Catalog) that correct parts order and receive.
11. Draft yearly Section's acquisition plan and service contracts for UNMOGIP UN Owned Vehicles in line with the budgetary allocated funds.
12. Ensure that correct spare parts issued to Transport workshop and UN Field Station.
13. Raise security reports for damaged or missing items.
14. Prepare Service Entry Sheets.
15. Monitor service contracts and note the expiration date and ensure NTE is observed.
16. Prepare monthly shopping carts summary for CTO attention.
17. Prepared and finding the correct part number through "EPC" Electronic parts catalog for the applicable Make and Model of UNMOGIP UN Owned Vehicles.
18. Monitor service contracts and note the expiration date and ensure NTE is observed.
19. Performs other duties as required.

Competencies:

Professionalism: Knowledge of travel related processing requirements; plans, manages and resolves conflicting priorities. 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.

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.

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

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new

ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

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.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Qualifications:

Education:

High school diploma or equivalent is required together with a Certificate in vehicle technology (Mechanics).

Experience/Skills:

At least five (05) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing or related area is required.

Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written 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: 20 June 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 ACCOUNT