
MINUSTAH - JOB OPENING

Internal / External

Job Title & Level:	LOGISTICS ASSISTANT (GL-5)
Department/Office:	MINUSTAH, JOINT LOGISTICS OPERATIONS CENTER
Location:	GONAIVES, HAITI
Posting Period:	17 March- 30 March 2015
Job Opening Number:	MINUSTAH-2015-NJO-010

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Personnel Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational and work certificates to Recruitment and Career Development Unit/Human Resources Section via email: minustah-recruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Org. Setting and Reporting

This position is located in Gonaives Regional Office. The Logistic Assistant will report to the Logistics Officer as his/her first reporting Officer (FRO) and the second reporting will be the Chief Logistics Operations Unit.

Responsibilities

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

Logistics

- Assist in coordination of support to all categories of United Nations personnel, to include MINUSTAH civilian staff, military, formed police units and United Nations Police with respect to all aspects of major service support;
- Assist in maintaining a weekly updated database of all logistics assets and personnel at the office;
- Assist in the production of field logistics reports, to include weekly logistics reports, special report and monthly fact sheet;
- Assist in controlling and managing supply related items requisitioned and delivered to the office;

- Assist in recording contracted actions and monitors activity, to include the delivery of goods and services by vendors to office;
- Assist in managing and maintains records of the procurement thresholds set for each services contracted, to include garbage collection and disposal, bulk water delivery, etc.;
- Assist in the initiation of requisitions when required, records deliveries, liaises with field/missions headquarter on receipts and associated actions.

Transport and Movement

- Assist in managing and maintaining records of the direct provisioning process of resupply of materials and equipment through surface and air movement;
- Assist in preparation and compilation of the Logistics operations reports pertaining to troop rotation/movement and deployments/redeployments;
- Coordinate with field/mission headquarter on delivery scheduled, 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.

General Operations

- Provides updates of requisition status on a regular basis for e-work order, supply request to the field/mission headquarter;
- Assist with the preparation of presentations on logistics operations in the field/mission;
- Assist in the familiarization of new staff with respect to work requirements and applicable standard operations procedures;
- Performs other duties as required.

Competencies

Professionalism: Shows pride in work and 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.

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 other 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.

Education

A high school or equivalent diploma is required.

Work Experience

Five (5) years of experience in logistics, supply management, administration or related area is desired.

Languages

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