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## JOB OPENING

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| <b>Functional Title &amp; Level:</b> | <b>Logistics Assistant (GS-5)</b> |
| <b>Duty Station:</b>                 | <b>Port-au-Prince</b>             |
| <b>Posting Period:</b>               | <b>6-12 October 2017</b>          |
| <b>Job Opening Number:</b>           | <b>MINUJUSTH-GJO-2017-037</b>     |

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Logistics Assistant (GS-5)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

**All interested candidates should submit ONLY their Personal History Profile (PHP)** via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Logistics Assistant (GS-5)** usually reports to a Logistics Officer or to the head of Section/Unit.

## **Responsibilities:**

Within limited delegated authorities, the incumbent of the post 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

- Monitors and reports on implementation of logistics plans, including movement and delivery of assets, completion of project functions and status of contract amendments as required.
- 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.

## **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.

- **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.
- **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**

High school diploma or equivalent is required.

## **Work Experience**

At least five (05) years of progressively responsible experience of practical field logistics operations or related area.

## **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English and French (both oral and written) is required. Knowledge of other United Nations official languages is desirable.

## **Assessment**

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