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## JOB OPENING

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| Functional Title & Level: | <b>Logistics Assistant (GS-4)</b>                                   |
| Org. Unit:                | <b>Mission Support Center, Operations &amp; Resource Management</b> |
| Duty Station:             | <b>Port-au-Prince</b>   |
| Posting Period:           | <b>11-17 September 2017</b>   |
| Job Opening Number:       | <b>MINUJUSTH-GJO-2017-038</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-4)** 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-4)** usually reports to a Logistics Officer or to the head of Section/Unit, Mission Support Center, Operations & Resource Management.

## Responsibilities:

- Prepares material request orders for transfer of assets.
- Prepares Service Entry Sheets and other actions within UMOJA and obtains the funding certification.
- Liaises with relevant divisions/departments (e.g., procurement, accounting) with respect to verification and processing of invoices.
- Maintains contact with relevant mission staff with respect to provision, co-ordination, monitoring and status of transport services.
- Prepares requisitions and enters applicable systems data to initiate requisition process.
- Follows-up and provides updates of ongoing logistics operations and planning as well as requisition status on a regular basis.
- Assists staff within the Unit with respect to relevant procedures and practices.
- Records and monitors contract activity.
- Organizes, and maintains contract files and Unit's manuals.
- Maintains and monitors relevant databases (e.g., stock levels of various supply items).
- Generates relevant status reports.
- Monitors insurance coverage of UN fleet.
- 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 three (03) years of progressively responsible experience of practical field logistics operations or related area is required.

## **Languages**

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

## **Assessment**

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