



JOB OPENING

Functional Title & Level:	Property Management Assistant (GS-4)
Duty Station:	Port-au-Prince
Posting Period:	30 September – 6 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-057

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 **Property Management 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. 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 **Property Management Assistant (GS-4)** typically reports to the Property Management Officer or Chief of Unit.

Responsibilities

Within limited delegated authorities, the incumbent of the post will be responsible for the following duties:

- Assists in conducting physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Assists in preparation and submission of discrepancy reports, write-off/disposal requests for review by the supervisor;
- Reviews Goods' Receipt reports in Umoja and R&I Reports in electronic inventory management system;
- Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;
- Updates all physical verification records and data entry in electronic inventory management system;
- Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs;
- Assist in preparation of business intelligence reports on periodic basis and when requested by the supervisor;
- Assists the supervisor in coordinating with technical sections/units in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Assists in performing board of survey functions when required.
- Prepares statistical analysis and trend analysis on United Nations property;
- 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.
- **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.
- **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.

Education

High school diploma or equivalent is required.

Work Experience

A minimum of three (3) years of progressively responsible experience in the field of property management, inventory control, logistics, procurement, or other related fields.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Working knowledge of the other language is desirable.

Assessment

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