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## JOB OPENING

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Functional Title & Level:	Requisitions Assistant (GS-5)
Duty Station:	Port-au-Prince
Posting Period:	26 September – 2 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-061

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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 **Requisitions 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 **Requisitions Assistant (GS-5)** typically reports to the Requisitions Officer Chief or to the Chief of Unit.

## Responsibilities

These duties are generic and may vary depending on the specific position location.

- Prepares requisitions for diverse services and commodities (e.g. information technology and communication equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, furniture and fixtures, stationery and office supplies etc.) in a timely manner in accordance with the guidance of the Requisitions Officer and monitors status of requisitioning and procurement processes of assigned categories, resulting into an optimal delivery schedule to meet mission's requirements;
- Keeps relevant internal databases and files up to date in order to keep track of any contractual agreements, and informs the various stakeholders regarding the assigned categories;
- Selects correct items from the Material Master when raising shopping carts in order to buy items from catalogues related to global or regional systems contracts;
- Prepares requisitions for service contracts requirements and maintenance plans in accordance with the contract terms and instructions received from the Requisitions Officer;
- Verifies that all requisitions for goods have accompanying requisitions for freight forwarding, as appropriate, and includes guidelines for suppliers for detailed packing instructions and delivery plan by destination;
- Applies adequate lead times from requisitioning so that realistic foreseen delivery dates are duly inserted in the requisitions; also ensures that all requisitions are in compliance with contract terms and agreed delivery schedules;
- Interacts with internal stakeholders, such as the technical units within Service Delivery and Supply Chain Services I Sections, to obtain technical specifications, e.g. Statements of Work (SOWs), Terms of Reference (TOR), etc. for various services and commodities not available from existing stock or systems contracts, ensuring completeness of the requirement and technical evaluation criteria;
- Liaises with Procurement Section regarding the procurement process for raised requisitions and maintains relevant internal databases and overviews in order to keep track of outstanding requisitions and keeps the various stakeholders informed of their status;
- Alerts requisitioning officer and acquisition planning unit of any recurring requirements in order to optimize the requisitioning and supply chain management process while avoiding duplicate requirements;
- Adheres to mission policies and procedures, including Standard Operating Procedures (SOPs), guidelines and instructions, governing the requisitioning and procurement process;
- Supports internal control systems including maintenance of accurate and complete accounting, reporting and all electronic/hard copy records for quality control purposes and ensure proper audit trail;
- Performs other duties as requested by the Requisitions Officer.

## Competencies

- **Professionalism:** Knowledge of the policies, practices and regulations in supply chain management, in particular acquisition planning, logistics, procurement and requisition processes and the ability to apply them in an international environment is required. Ability to execute processes, maintain accurate records,

identify/resolve data discrepancies and prepare reports on a wide variety of data and the ability to apply good judgment in the context of assignments given is required. 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. Technical or vocational certificate in at least one of the following areas is desirable: logistics, supply chain management, business administration and procurement.

## Work Experience

A minimum of five (5) years of progressively responsible experience in supply chain, inventory management, logistics procurement, administration or related area is required.

## Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French, both oral and written, 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.