



JOB OPENING

Functional Title & Level:	Supply Assistant (GS-5)
Section/Org. Unit:	Life Support Section
Duty Station:	Port-au-Prince
Posting Period:	28 September – 4 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-070

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 **Supply 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. 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 **Supply Assistant (GS-5)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities

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

- Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; verifies requisitions in accordance with sections' /units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitors stock of supplies in the stores; conducts regular stock taking of expendable items in the supply stores; informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner.
- Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
- Assists in raising requisitions for services and items required by the supply Stores; coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis.
- Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit. Processes internal R&I reports for goods in the Supply Stores and forwards to R&I Unit for processing records of the goods in the system and issue to end users according to established procedures. Updates and monitors stock cards for acquired products.
- Participates in the acquisition and the drafting of preliminary specifications for requirements; participates in the preparation of technical evaluation committees and presentations to Local Committee on Contracts.
- Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.
- Prepares write-off requests for property which is lost, obsolete or damaged. Receives technical evaluation reports from Technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.
- Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.
- Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property.
- Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
- 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.
- **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

At least five (05) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English and French is required.

Assessment

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