
MINUSTAH JOB OPENING

Internal / External

Job Title & Level:	Store Keeper, GL-4
Department/Office:	Transport Section
Location:	Port-au-Prince- HAITI
Posting Period:	12 Dec 2015 - 24 Dec 2015
VACANCY ANNOUNCEMENT:	MINUSTAH-NJO-2015-096

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to Recruitment Unit via email: minustah-recruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organization Setting and Reporting Line

Under the general direction of the Chief Transport Officer, The Storekeeper is responsible for performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; and perform related work as required in the UN premises and other associated buildings Within the terms of organization's delegated authority the Storekeeper shall directly report on day-to-day works to the supervisor in charge. The Store keeper will undertake the following tasks and responsibilities:

Responsibilities:

Perform receiving and inspection of deliveries with other members of the team.
Store and shelve expendable items as per assigned bin location
Pick and pack items for issuance and release to customers.
Provide assistance in documenting expendable items and maintaining records for future use.
Execute physical verification of items.
Collect supply of engine oil and lubricants from Supply Section,
Prepare items for transfer to other regions.
Compile the records of the supplies;
Checking the supplies from time to time;
Record the number and the kinds of supplies;
Disseminate the supply in its designated areas;
Securing the status of each supply;
Checking possible damages or scratches;
Handling material physically;
Keep daily reports;
Schedule work in cooperation with other trades and suppliers;
Ensure designated working areas are kept clean and free from clutters.
Perform movement of items within Stores premises.
Execute work in coordination with other members of the team.
Perform other duties as assigned.

COMPETENCIES

Professionalism: - Shows pride in work and in 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.

Communication: - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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 shortcoming.

Education: - High school diploma required.

Work Experience: - At least four (4) years of storekeeper experience or related area is required. Previous experience and proficient knowledge in the following areas: warehouse procedures, including methods of proper and orderly storage and issuance of materials; basic stock inventory procedures, requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, and the use and meaning of each, computerized warehouse record keeping systems will be considered an advantage.

Languages: - English and French are the working languages of the United Nations Secretariat.

For this position advertised, fluency in English and French is required.