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## MINUSTAH – JOB OPENING Internal / External

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<b>Job Title &amp; Level:</b>	<b>LOGISTICS ASSISTANT GL-6 (RE-ADVERTISEMENT)</b>
<b>Department/Office:</b>	<b>MINUSTAH, JOINT LOGISTICS OPERATIONS CENTER (JLOC)</b>
<b>Location:</b>	<b>PORT-AU-PRINCE, HAITI</b>
<b>Posting Period:</b>	<b>01 Feb 2016 – 14 Feb 2016</b>
<b>Job Opening Number:</b>	<b>MINUSTAH-2015-NJO-002</b>

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

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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/Personnel Section via email: [minustah-recruitment@un.org](mailto: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**

This position is located in the Planning Unit of the Joint Logistics Operations Center (JLOC) of the United Nations Stabilization Mission in Haiti (MINUSTAH) in Port-au-Prince. The Logistics Assistant at this level reports to the Chief Planning Unit as the First Reporting Officer (FRO) and the Chief JLOC as Second Reporting Officer (SRO).

### **Responsibilities:**

Within delegated authority, the Logistics Assistant at this level will be responsible for the following duties:

(These duties are generic and may not be performed by all Senior Logistics Assistants.)

- Provide direct support to the Unit Chief in regards to planning of logistics projects and programmes, camp closures, scheduled rotation/withdrawal and redeployment of Military Contingents and Formed Police Units.
- Participate in recce's, formulation of projects' scope, schedules, durations, identification and mobilization of resources;
- Assist the Unit Chief with cost estimate and risk analysis;
- Actively liaise with all concerned stakeholders in the implementation of Mission projects in support of the Government of Haiti and provide updates on project work;
- Coordinate with Engineering Section, space allocation, plans of office buildings and storage facilities.
- Develop mission support plans/task matrices and prioritize resource allocation.
- Assist the Unit Chief with the plans for upcoming mission drawdown/liquidation.

- Provide comprehensive, substantiated and timely plans to the Unit Chief, in accordance with organizational protocols.
- Actively liaise with the Self Accounting Units (SAUs) on logistic matters, such as transportation, communications, supplies, air movements and procurement.
- Monitor and report on emergency preparedness plan, commodities and disaster preparedness.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Provide guidance and supervision to junior staff;
- Provide mutual support to other units and cells in JLOC in the execution of tasks;
- Perform any other related duties as assigned;

The work requires extensive interaction with JLOC clients and stakeholders and it will be based in an integrated setting composed of civilian, military police logistics officers, United Nations Police, UN agencies and National Contractors.

### **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.

**Planning & Organizing:** - Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**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.

**Team Work:** - 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. An associate degree or first degree in administration, logistics, supply chain management, engineering or other related fields will serve as an added advantage. Proficiency in Microsoft Word, Excel and PowerPoint is required. Experience with Project Management Software such as Project Management Professional, Gantt Charts is an advantage.

**Work Experience:** - A minimum of seven (7) years of work experience in logistics, supply management, contracts administration, engineering or related area is required.

**Languages:** - English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written French and English are required. Knowledge of another official United Nations language is an advantage.

**Other:** - A valid driver's license is required.