
MINUSTAH – JOB OPENING Internal / External

Job Title & Level:	LOGISTICS ASSISTANT GL-6
Department/Office:	MINUSTAH, JOINT LOGISTICS OPERATIONS CENTER (JLOC)
Location:	PORT-AU-PRINCE, HAITI
Posting Period:	04 - 18 January 2017
Job Opening Number:	MINUSTAH-2016-NJO-105

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

Special Notice

The United Nations Stabilization Mission in Haiti MINUSTAH invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment Certificates to Recruitment & Career Development Unit (RCDU) via email at minustah-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board for Internal Candidates and at the MINUSTAH website (<http://minustah.unmissions.org/recrutement>) for external candidates. Attachments/file size bigger than 10 MB should be sent in batches.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail.

Organization Setting and Reporting Line

This position is located in the Information and Reporting Unit of the Joint Logistics Operations Center (JLOC) of the United Nations Stabilization Mission in Haiti (MINUSTAH). The Logistics Assistant at this level reports to the Chief, Information and Reporting Unit as 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 Logistics Assistants.)

- Provides direct support to the Unit Chief in the information and reporting of logistic activities;
- Acts as principal focal point for the analysis, final compilation and dissemination of daily, weekly, monthly or ad-hoc logistics reports and fact sheets;
- Supervises junior assigned staff in the course of their duties;
- Formulates and monitors budget allocations (for travel and training);
- Carries out active liaison with all relevant clients and information providers such as other Sections, Police and Military Components.
- Carries out active interaction the Regional Hubs and Field Offices representatives to obtain reports regarding strategic stock holdings, personnel strength, and other resources as required;

- Designs, develops and maintains databases of requested Logistics information for the purpose of providing Supervisors with analysis and trends to facilitate an informed decision-making process;
- Ensures that cartographic records and sit reps are updated regularly;
- Provides support to clients and other ISS staff in their delivery of services through follow up actions with the Regional Hub on critical requirements with implication for Sub-office operations;
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Ensure that information reported is: Accurate, Complete, Cost-beneficial, User-targeted, Relevant, Authoritative, Timely, Easy to Use;
- Provides general administrative support to the Unit as required;
- Monitors projects' implementation and progress;
- Focal point for the United Nations Country Team and Government of Haiti projects;
- Monitors and reports on emergency commodities and disaster preparedness and provides updates on stock levels, shelf life and replenishment.

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 is desirable. Proficiency in Microsoft Word, Excel and PowerPoint is required. Experience with Project Management Software such as Project Management Professional, Gantt Charts is desirable.

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 desirable.

Other: A valid driver's license is required.