



VACANCY ANNOUNCEMENT

<u>VACANCY ANNOUNCEMENT N°:</u> MINUSMA-IC-009-17	TITLE: Property Management Assistant	Duty Station: Bamako; Gao; Timbuktu; Mopti; Kidal
	NUMBER OF POST: 05	Date issued: 19 October 2017
	Employment type: International Individual Contractor	Closing date: 26 October 2017
	Duration : 4 Months (With Possibility of extension up to 6 months)	<u>Applications received after the closing date will not be accepted</u>
	FOR INTERNATIONAL CANDIDATES ONLY	

I. RESPONSIBILITIES

Within the delegated authority in the assigned MINUSMA Regional hub, the International IC will:

- Implement a physical verification programme to inspect sea containers and their contents in the assigned area within the MINUSMA AOR; the IC will operate out of the assigned main Mission hub;
- Report on locations within the assigned area, and the condition of containers;
- Identify each container in terms of their barcodes, Serial Number, and the custodian;
- Verify contents of each container and identify items found therein;
- Document location, content, condition, and percentage of used space in each container;
- Travel to all MINUSMA locations within the assigned Region in the AOR to perform the assigned duties;
- Liaise with the MINUSMA inventory holders (Property Control & Inventory Unit: PCIU) and the Central Warehouse in the respective field locations on matters related to the physical verification of containers, and the property and equipment, and inventories contained therein;
- Liaise closely with the respective custodians and ensure that they are fully involved in the identification of items found inside the containers;
- Liaise with Regional Supervisors in the MINUSMA Supply Chain Centralized Warehouse section for transfer of the contents of the containers to the respective Warehouses;
- Identify Containers in the locations against data records; and also to identify container location discrepancies against MINUSMA inventory database (UMOJA);
- Oversee the maintenance of accurate and auditable records, in both hard and electronic format, for physically verified containers and their contents;
- Provide and update information related to identified fixed assets, to ensure accuracy and integrity of property records;
- Report weekly activity status to the Project Manager, on all containers in the assigned region, and use the reports to identify and resolve discrepancies of container dispositions in the mission;

- Submit a cumulative weekly progress report to the Regional Central Warehouse Supervisor on findings made both during the previous week and since the beginning of the exercise;
- Provide monthly reports on Property and equipment and inventories in accordance with Chief SCM requirements;
- Perform other related duties as required within the framework of the overall project requirement.

II. COMPETENCIES

Professionalism: A comprehensive grasp of assets management and accounting practices; 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.

Accountability: Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

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.

III. QUALIFICATIONS, & REQUIRED EXPERIENCE

Education: University degree (Masters or equivalent) in Business Administration, Logistics Management, Supply Chain Management or related fields. A first-level university degree in combination with 5 years qualifying experience may be accepted in lieu of the advanced university degree.

Experience- A minimum of five (5) years of progressively responsible experience in property management, property control and asset management is required. Experience in support services, logistics and supply chain management is desirable. Experience in UN peacekeeping or field mission operations.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of French is desirable.

Submission of applications:

1. Interested candidates with the required qualifications are invited to submit their applications including (i) the updated United Nations Personal History Form (P11), (ii) a letter of motivation and (iii) the authentic certificates of work experiences by email to: minusma-ICRecruitment@un.org with copy to gakumbam@un.org no later than 26 October 2017.
2. Any other form or evidence submitted after recruitment of the candidate will not be accepted.
3. It is mandatory to write the number of the vacancy Announcement in the subject of the email.

MINUSMA-IC-ODMS-009-17 – Property Management Assistant. The current vacancy announcement is available on our website at: www.minusma.unmissions.org.

Important Note:

1. In compliance with the United Nations rules and regulations on gender balance, applications from female candidates are strongly encouraged.
2. This position is open to International candidates only.

THE UNITED NATIONS DOES NOT CHARGE ANY FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION SUBMISSIONS AND PROCESSING, INTERVIEW OR TRAINING OR ANY KIND OF FEES. UNITED NATIONS DOES NOT SHOW ANY INTEREST TO THE INFORMATION RELATED TO BANK ACCOUNTS OF CANDIDATES