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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Receiving and Inspection Assistant, GS-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA
Location:	Bogotá
Posting Period:	12 July – 18 July 2022
Job Opening Number:	UNVMC-NJO-2022-029. Temporary Job Opening (Until 31 December 2022 with possibility of extension)

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

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P-11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org).

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Opening.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia: [https://www.youtube.com/playlist?list=PL-8SckVjg\\_e3073SwTDG1VQf1oLTWfUQ4](https://www.youtube.com/playlist?list=PL-8SckVjg_e3073SwTDG1VQf1oLTWfUQ4)*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender*

*identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

### **Organizational Setting and Reporting Relationships:**

This position is located in the United Nations Verification Mission in Colombia (UNVMC), in Bogotá. The incumbent will report to Chief, Centralised Warehousing Unit.

### **Responsibilities:**

The incumbent is responsible for conducting receipt and inspection of all UN property received in the mission, preparing reports, maintaining accurate property records in the inventory management system, and for participating in various phases of the management of assets within the mission. Under the overall direction of the Chief, Centralised Warehousing Unit and within limits of delegated authority, the Receiving and Inspection (R&I) Assistant will be responsible for the following duties:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Prepares and submits Receiving and Inspection (R&I) reports, discrepancy reports, and disposal reports for the Unit Chief's approval.
- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and records in Damage Discrepancy Reports (DDR), posted on the system and presented to R&I supervisor and Procurement for immediate action.
- Reviews Goods' Receipts reports in Umoja and R&I Reports in electronic inventory management system.
- Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and Standard Operating Procedures (SOPs).
- Updates all physical verification records and data entry in electronic inventory management system.
- Ensures timely issuance and delivery of material, spare parts and equipment needed by clients in the regions; moves, packs and prepares all incoming/outgoing shipments from the Mission to various destinations and coordinates shipments with regional offices and MOVCON.
- Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the Department of Operational Support Directives, LSD Guidelines and mission's SOPs.
- Produces Business Object reports on monthly basis and when requested by supervisor.
- Assists in drafting statements of requirements for contracts and services for disposal.
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material.
- Assists Self-Accounting Units (SAUs) in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Interacts with other property management stakeholders and providers of services, in particular Self-Accounting Units, Procurement Unit, Supply Chain

- and Service Delivery pillars, and Local Property Survey Boards, as appropriate
- Prepares statistical analysis and trend analysis on United Nations property.
  - Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.
  - Performs other duties, as required.

### **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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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:**

A minimum of (5) five years of experience in the field of inventory control, property management, logistics, procurement, or other related fields is required.

Experience working with ERP system or similar applications/platforms is desirable.

### **Languages:**

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

### **United Nations Considerations:**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the

Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**