



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	17/023
DEADLINE FOR APPLICATION:	24 August 2017
DATE OF ISSUANCE:	25 July 2017
POST TITLE:	Claims Assistant
POST LEVEL:	G-4
POST NUMBERS:	30907832 & Roster
SECTION:	Supply Chain Management Section
DUTY STATION:	Jerusalem

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Responsibilities

Under the direct supervision of the UNTSO/UNSCO Property Management Assistant in charge of the Property Management Unit and the overall direction of the Chief, Supply Chain Management, the incumbent shall perform the follow tasks:

- Assist in the management of claims in the Property Management Unit and ensure its effective and efficient operation;
- Assist in the provision of administrative support to the Supervisor of the Unit and/or Chief Supply Chain Management (CSCM), the Chairperson of the Local Property Survey Board (LPSB), the Chairperson of the Local Claims Review Board (LCRB) and act as Alternate Secretary of the LPSB and/or LCRB whenever required;
- Review and analyze compensation claims, and documentation received from other sources (Local authorities, staff members and/or third party claimants), in connection with loss or damage to property;
- Process compensation claim cases for the presentation to LCRB and prepare correspondences to claimants, insurance companies and others;
- Assist with UNTSO/UNSCO Fleet Insurance Policy issues;
- Screen, analyze and process write-off requests of UN owned property and prepare Administrative (A), Administrative Write-off (AW) and Survey Board (SB) write-off presentation for submission to the Chief of Mission Support (CMS) and/or LPSB;
- Coordinate with Cost Centers (Self-Accounting Units) and/or Security Investigation Unit for the relevant supporting documents to process write-off requests of UN owned property;
- Prepare documentation, briefings and guidance documents for Board of Survey (BOS);
- Coordinate members of the board of Local Property Survey Board (LPSB) and assist in the preparation and distribution of minutes of the meeting of LPSB;
- Prepare and disseminate recommendations and approvals of LCRB, LPSB and/or CMS including LPSB and LCRB cases referred to Headquarters Property Survey Board (HPSB) and DFS Field Budget and Finance Division (FBFD) in UNHQ for action and follow-up on actions to be taken;
- Update the Galileo/Umoja Disposal Module of written-off property;
- Maintain accurate Claims Unit records and proper archive system for appropriate audit trail;
- Prepare and submit Claims Unit weekly report to CSCM and semi-annual reports of approved write-off cases to the CMS, HPSB and/or DFS FBFD;
- Assist in staff members check-out process on FSS.
- Perform other duties as directed by the Supervisor of the Unit and/or the Chief Supply Chain Management.

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 situation. **Planning & Organizing** – Develops clear goals that are consistent with agreed strategies. Identifies priority activities of assignments. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Uses time efficiently. **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.

Education

High School or equivalent. Additional certification/degree in business administration or logistics is an asset.

Work Experience

A minimum of three (3) years of progressively responsible experience in claims and property survey, legal/paralegal related functions or administrative/logistical related activities preferably in the United Nations or other international organizations.

Languages

Fluency in spoken and written English is required.

Other Skills

Proficiency in computer software applications (MS office). Knowledge of ERP, Galileo and Mercury Systems is an asset.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

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. 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 be 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.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

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

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

All applicants are strongly encouraged to apply online.

When you visit the UNTSO Website, <http://untso.unmissions.org>, go to the UNTSO Job Vacancies page where all available vacancies will be listed in the webpage.

1. To start the application process, applicants must download a [Personal History "P.11"](#) form. **Note:** Any other form of application will not be accepted.
2. Once the download is finished, complete and save your Personal History Form and then e-mail it to the following e-mail address: untso_staffing@un.org.
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge. Additionally, you are encouraged to fill all of the fields to best convey your personal ambitions.
4. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.

At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioral interviews" or "criterion based interviews." Such interviews are based on the concept that past behavior and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org
