



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	18/002
DEADLINE FOR APPLICATION:	23 February 2018
DATE OF ISSUANCE:	24 January 2018
POST TITLE:	Supply Assistant
POST LEVEL:	G-4
POST NUMBERS:	30907818 & Roster
SECTION:	Life Support Unit
DUTY STATION:	Jerusalem

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

Responsibilities

Under the overall direction of the Deputy Chief of Mission Support and the direct supervision of the Supply Assistant in charge of the Life Support Unit, the incumbent will be responsible but not limited to the following duties:

- Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; assists in verifying the requisitions in accordance with sections'/units' monthly requirements.
- Assists in monitoring stock of supplies in the stores; assists in conducting regular stock taking of expendable items in the supply stores.
- Assists in raising requisitions for services and items required by the supply Stores; liaises with offices and sections about the requests received. Follows-up and provides updates of requisition status on a regular basis.
- Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit. Prepares internal R&I reports for goods in the Supply Stores.
- Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.
- Assists in preparing write-off requests for property which is lost, obsolete or damaged. Assists in raising request for write-off in the system.
- Identifies issues and implements solutions as instructed by the supervisor.
- Generates relevant status reports.
- Maintains and monitors relevant databases (e.g. stock levels of various supply items). Provides advice on technical matters to the supervisor.
- Organizes, and maintains contract files and Section's manuals.
- Performs other duties as required.

Competencies

Professionalism – Knowledge of inventory management or logistics support, particularly in field support operations basic methods and principles of warehouse management, skilled in the use of product manuals, catalogues microfiche and price lists. Knowledge of UN standard procedures and accounting principles will be an advantage.; 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. **Technological Awareness** – Keeps abreast of available technology; understands applicability and limitation of technology; actively seeks to apply technology to appropriate tasks. **Communication** – Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed. **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. **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.

Education

High School certificate. Technical training in one of these areas: supply, inventory management or logistics support is an advantage.

Work Experience

At least three (03) years progressively responsible experience in supply, inventory management or logistics support, and warehouse procedures and practices. Experience in providing services within international peacekeeping or military operations is highly desirable. Knowledge of the UN rules, regulations and working practices pertaining to field missions is an advantage.

Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Arabic & Hebrew is desirable.

Other Skills

Valid National Driving License is required (Attach a copy with your application); Good computer skills; knowledge of inventory control systems is an advantage.

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, <https://untso.unmissions.org/untso-jobs>, 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
