



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	23/002
DEADLINE FOR APPLICATION:	24 January 2023 (23:59 Hours Duty Station Local Time)
DATE OF ISSUANCE:	11 January 2023
POST TITLE:	Supply Assistant
POST LEVEL:	G-5
POST NUMBERS:	30907817
SECTION:	Supply Chain Management
DUTY STATION:	Jerusalem

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.

Special Note

This position will be available as of 1 March 2023.

Responsibilities

Under the overall direction of the Chief of Supply Chain Management and the direct supervision of the Supply Assistant, 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; verifies requisitions in accordance with sections'/units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitors stock of supplies in the stores; conducts regular stock taking of expendable items in the supply stores; informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner. Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
- Assists in raising requisitions for services and items required by the supply Stores; coordinates with offices and sections about the requests received. 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. Processes internal R&I reports for goods in the Supply Stores and forwards to R&I Unit for processing records of the goods in the system and issue to end users according to established procedures. Updates and monitors stock cards for acquired products.
- Participates in the acquisition and the drafting of preliminary specifications for requirements; participates in the preparation of technical evaluation committees and presentations to Local Committee on Contracts.

- 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.
- Prepares write-off requests for property, which is lost, obsolete or damaged. Receives technical evaluation reports from Technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.
- Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.
- Operates heavy duty cargo trucks, material handling equipment (MHE) and other specialized equipment such as forklifts, trolleys and pallet lifters;
- Provides physical manpower support during loading unloading delivery and Physical Verification
- Assists in preparing a variety of monthly, yearly, and ad hoc inventory reports of the field mission's property. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
- Drive mail trucks on the regular and special UNTSO mail runs to deliver diplomatic pouches when required.
- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- 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. **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.

Education

High school diploma or equivalent is required.

Work Experience

At least five (5) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services or other related area is required. Experience with UN/NGO or other international bodies is an added asset.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required. Working knowledge of Arabic and/or Hebrew (read, speak and understand) is desirable

NOTE: "Fluency" equals a rating of "fluent" in all four areas (read, write, speak, understand) and "Knowledge of" equals a rating of "confident" in two of the four areas.

Other Skills

Proven ability to operate material handling equipment is required. A valid driver's license in Israel and West Bank is desirable (**attach a copy of your license**). The incumbent must be qualified and licensed to operate light/medium vehicles, including mechanical handling equipment. Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and inventory control systems is required.

Physical requirements

Working at the office. Driving or walking to other offices within the compound, bend, stoop, kneel, reach, and climb to perform work. **Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds and heavier weights.** The incumbent is exposed to moderate hazards when working at the warehouse.

Assessment Method

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

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
 - **ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED**
 - **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**
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How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

The UNTSO Jobs page, <https://untso.unmissions.org/untso-jobs>, will include all Job Openings.

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 (P.11) as follow: **(Family Name First Name_P11)** 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.
 4. Submit a written cover-page application, named as follow: **(Family Name First Name_cover-page)** in addition to your completed and signed P.11 form.
 5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
 6. 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.
 7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
 8. For **internal candidates**: Ensure that your application is scanned to untso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
 9. For **internal candidates and UN staff from agencies**: Attach your latest two Performance Reports.
 10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.
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United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. 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.

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.

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