



TRUCE SUPERVISION ORGANIZATION

TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	18/033
DEADLINE FOR APPLICATION:	19 November 2018
DATE OF ISSUANCE:	05 November 2018
POST TITLE:	Supply Assistant
POST LEVEL:	G-4
POST NUMBERS:	30907828
SECTION:	Supply Chain Management Section
DUTY STATION:	Jerusalem

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

Special Notice

The temporary position is intended to fill the functions for a short-term duration of six (6) months with a possibility of extension subject to the availability of the position. Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station. Candidates should have no expectation of any fixed-term appointment possibility after the end of this temporary appointment. Subsequent to the initial temporary appointment, new and successive temporary appointments may be granted for service in the same office or in a different office any number of times, for any duration, provided that the length of service does not exceed the period of 364 calendar days.

Responsibilities

Under the overall direction of the Chief, Supply Chain Management Section and the direct supervision of the Supply Officer in charge of the Centralized Warehouse Unit (CWU), 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 and prepares equipment for issuance and distribution.
- Assists in conducting periodic and ad-hoc inventory count of Fixed Assets and inventories in Centralized Warehouse and updates records in the Umoja (SAP) system.
- Assists in monitoring and reporting stock levels and condition of supplies in the stores.
- Reports discrepancies for reconciliation after in-depth analysis of inventory records.
- Assists-Receiving Unit in receiving goods delivered by vendors. Prepares internal R&I reports for goods, collects necessary signatures and submits all documents for further processing by Finance, liaises with vendors as and when required.
- Under the instruction of Chief Centralized Warehouse Unit, reorganizes storage of items to establish better transparency and visibility.
- 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 English is required; working knowledge of Arabic and/or Hebrew (read, speak and understand) is desirable.

Other Skills

Valid National Driving License in Israel and West Bank is an advantage; Experience in operating MHE (forklift) is highly desirable; Very good MS Office skills; Working knowledge of Enterprise Resource Planning (ERP) is an advantage; Working knowledge of Systems Application Products (SAP) is an advantage; Working 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.

United Nations Considerations

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:

Only applications submitted online will be considered.

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 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. 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.
6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
7. 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.
8. For **internal candidates**: Attached your latest two ePerformance Reports.

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