



TRUCE SUPERVISION ORGANIZATION

TEMPORARY JOB OPENING – INTERNAL / EXTERNAL

VACANCY NUMBER:	19/007
DEADLINE FOR APPLICATION:	25 February 2019
DATE OF ISSUANCE:	11 February 2019
POST TITLE:	Supply Assistant
POST LEVEL:	G-3
POST NUMBERS:	30907726
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 up to 31 December 2019 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 assignment. 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 general supervision of the Chief, Supply Chain Management Section, the Supply Officer and the direct supervision of the Central Warehouse Supervisor, the incumbent will be responsible for but not limited to the following duties:

- Receives/ counts and place in an orderly manner all items delivered to the CWH Warehouse;
- Sorts and places inventory in storage areas, shelves or in bins according to predetermined sequence such as size, type, or product code.
- Maintains security of equipment, parts and materials.
- Updates transactions and maintains records in UMOJA ERP.
- Conveys materials and items from receiving area to storage area by hand, pallet jack, forklift and other material handling equipment.
- Sorts and places surplus inventory in storage to be held for disposal, sale or auction.
- Operates material lifting equipment, including forklift.
- Prepares materials with identifying information for shipment to sectors.
- Assists with Receiving activities within UNTSO and UNSCO.
- Assists in the physical verification of assets in the warehouse.
- Assists with disposal activities.
- Perform 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. **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 certificate (or equivalent). Technical training in either supply, inventory management or logistics support is desirable.

Work Experience

At least two (2) years of progressively responsible experience in supply, inventory management or logistics support, and warehouse procedures and practices. Working experience in international organizations is highly desirable. Knowledge of 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 highly desirable.

Other Skills

Proven ability to operate a forklift and other Material Handling Equipment (MHE) is desirable. A valid driver's license in Israel and West Bank is required (**attach a copy of your license**). Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required. Experience with inventory management systems is desirable.

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

Only applications submitted online will be considered.

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

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-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: untsso_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 in addition to your completed and signed Personal History form.
5. 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.
6. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
7. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
8. For **internal candidates**: Ensure that your application is scanned to untsso_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 ePerformance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

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: untsso_staffing@un.org

