



**United Nations Assistance Mission for Afghanistan (UNAMA)**  
**INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT**

<b>Vacancy No.</b>	<b>23/06/2019</b>
<b>Post Title</b>	<b>Property Control and Inventory Assistant</b>
<b>Level</b>	<b>GL-5</b>
<b>Organizational Unit</b>	<b>Property Management Unit</b>
<b>Location</b>	<b>Kabul HQ</b>
<b>Number of post</b>	<b>01</b>
<b>Issuing Date</b>	<b>23/06/2019</b>
<b>Closing Date</b>	<b>07/07/2019</b>

**Important note:** UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

**QUALIFICATIONS AND EXPERIENCE**

Under the overall supervision of the Chief, Property Management Unit the incumbent will perform the following responsibilities:

**Duties and Responsibilities:**

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Cooperates in preparation of Receiving and Inspection (R&I) reports, discrepancy reports, and disposal reports for the Unit Chief's approval;
- Maintains on a daily basis accurate and auditable property records in the electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;
- Updates all physical verification records and data entry in electronic inventory management system;
- Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the UNHQ Directives, Guidelines and mission's SOPs;
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Produces Business Object and other ERP/Umoja reports on monthly basis and when requested by supervisor;
- Interacts with other property management stakeholders and providers of services, in particular Technical Units, Centralized Warehousing Unit, Procurement Unit and Local Property Survey Boards, as appropriate;
- Assists in carrying out Board of Survey functions as and when required;
- Prepares statistical analysis and trend analysis on United Nations property;
- Performs other duties, as required.

**Education:** High school diploma or equivalent is required. Technical training in Logistics, Business Management, Supply Chain, IT or related fields is desirable. An additional ERP/Umoja training directly related to the advertised function is required.

**Work Experience:** A minimum of five (5) years of progressively responsible experience in the field of inventory control, property management, logistics or other related fields. Experience in application of information technologies to business practices and procedures that are relevant to commodity management and property control is desirable.

Previous relevant Receiving and Inspection, Property control, Property disposal and Property survey experience in peacekeeping/special political missions and proven ability in analytical work are desirable.

**Languages:** Fluency in written and oral English and Dari/Pashtu is required.

### **UN CORE VALUES AND COMPETENCIES**

**Professionalism:** Shows persistence when faced with difficult problems or challenges. 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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for Diversity:** Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviours to avoid stereotypical responses; does not discriminate against any individual or group.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect, Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

**Technological Awareness:** Keeps abreast of available technology; Understands applicability and limitations of technology to the work of the office; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.

### **APPLICATIONS**

- **Applicants are reminded that the United Nations cannot appoint a person who is the father, mother, son, daughter, brother or sister of a staff member. For this reason, applicants are required to disclose at the time of their application, whether they bear any of the above relationships to a staff member of UNAMA or any other UN entity which is part of the Secretariat. In addition, selected candidates would be required to complete a family declaration form prior to assuming their duties with the Mission. Failure to disclose any of the above relationships constitutes a material omission, that could lead to termination or dismissal from the United Nations.**
- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: [unamava\\_support@un.org](mailto:unamava_support@un.org)
- **Required documents: Serving UN staff members: The two most recent e-Performance Evaluation Reports must be submitted with the application.**
- **For External applicants: Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.**

- **Applicants should indicate VA Number as VA#23/06/2019 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

**Qualified female candidates are highly encouraged to apply**

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.