



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

Vacancy No.	06/04/2019
Post Title	Property Control & Inventory Assistant
Level	GL-6
Organizational Unit	Property Management Unit
Location	Kabul HQ
Number of posts	01
Issuing Date	04/04/2019
Closing Date	18/04/2019

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.

DUTIES AND RESPONSIBILITIES

The incumbent will perform the following responsibilities:

- Participates in receiving all deliveries of mission supplies;
- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Interacts with property management stakeholders and providers of services, in particular Technical Units, Centralized Warehousing, Procurement Section, Finance and Local Property Survey Boards, as appropriate;
- Prepares and submits R&I reports, various PCIU/R&I discrepancy reports, and disposal reports for the unit chief's approval;
- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and records in Damage Discrepancy Reports (DDR), ensures information is posted in the system and presented to the R&I supervisor and the procurement unit/section for immediate action;
- Processes Virtual and Goods Receipt reports in Umoja system;
- On a daily basis maintains 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 the Umoja system;
- Assists stakeholders with the application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs;
- Produces Business Intelligence reports on monthly basis and whenever s/he is requested by supervisor;
- Drafts statements of requirements for contracts and services for disposal;
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Assists SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Assists in carrying out Board of Survey as and when required;
- Prepares statistical analysis and trend analysis on United Nations property;
- Supervises, provides guidance and trains junior team members in Umoja SAP and BI.
- Reviews reports and makes recommendations. The incumbent also carries out other tasks as required.

- Performs other duties, as required.

QUALIFICATIONS AND EXPERIENCE

Education: High School diploma or equivalent. Technical training in Logistics, Business Management, Civil Engineering, or related fields is highly desirable. An additional University studies directly related to the advertised function or Umoja training are desirable.

Work Experience: A minimum of five (5) years of relevant progressively responsible experience in property and inventory management or related field. Previous relevant Receiving and Inspection, Property control, Property disposal and Property Survey experience in Peacekeeping Missions and proven ability in analytical work are desirable. Experience in the application of information technologies to business practices and procedures that are relevant to commodity management and distribution control is required.

Languages: Fluency in English and Pashtoo or Dari languages are required.

Special Measure: The minimum work experience for GL-6 with a High School Certificate is reduced to 5 years, instead of the standard minimum requirement work experience of 7 years. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

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 behavior.

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 behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

Accountability: Takes ownership of all responsibilities and honors commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

MANAGERIAL COMPETENCIES

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority. Makes sure that roles, responsibilities and reporting lines are clear to each staff member. Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills. Monitors progress against milestones and deadlines. Regularly discusses performance and provides feedback and

coaching to staff. Encourages risk-taking and supports creativity and initiative. Actively supports the development and career aspirations of staff. Appraises performance fairly.

Judgment/Decision-making: Identifies the key issues in a complex situation and comes to the heart of the problem quickly. Gathers relevant information before making a decision. Considers positive and negative impacts of decisions prior to making them. Takes decisions with an eye to the impact on others and on the Organization. Proposes a course of action or makes a recommendation based on all available information. Checks assumptions against facts. Determines that the actions proposed will satisfy the expressed and underlying needs for the decision. Makes tough decisions when necessary.

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
- **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#06/04/2019** 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.