



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

<b>Vacancy No.</b>	<b>58/11/2018</b>
<b>Post Title</b>	<b>Receiving and Inspection Assistant</b>
<b>Level</b>	<b>GL-4 (Fixed-Term)</b>
<b>Organizational Unit</b>	<b>Integrated Warehousing Section</b>
<b>Location</b>	<b>Kabul HQ</b>
<b>Number of posts</b>	<b>01</b>
<b>Issuing Date</b>	<b>02/12/2018</b>
<b>Closing Date</b>	<b>08/12/2018</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.

**DUTIES AND RESPONSIBILITIES**

Within limits of delegated authority and depending on location, Receiving and Inspection Assistant at this level is responsible for the following duties:

- Assists in receiving all deliveries of mission supplies.
- Assists in conducting physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Assists in identifying anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to R&I supervisor and Procurement for immediate action.
- Processes Goods' Receipt reports in UMOJA and Receiving and Inspection (R&I Reports) in the electronic inventory management system.
- 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 the electronic inventory management 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.
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material.
- Assists the supervisor in coordinating with SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Prepares statistical analysis and trend analysis on United Nations property.
- Performs other duties, as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High school diploma or equivalent is required.

**Work Experience:** A minimum of two (02) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, or other related fields.

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

**Special Measure:** The minimum work experience for GL-4 is reduced to 2 years, instead of the standard minimum requirement of work experience of 3 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

**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.

## APPLICATIONS

- 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\\_kabul@un.org](mailto:unamava_kabul@un.org)
- **Required documents for 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 Classification-VA#58/11/2018 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.