



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

Vacancy No.	16/03/2023
Post Title	Receiving and Inspection Assistant
Level	GL-5 (Fixed-Term)
Organizational Unit	Centralized Warehousing Unit
Location	Kabul HQ
Number of posts	03
Issuing Date	27/03/2023
Closing Date	10/04/2023
Duration	1 (One) Year

Qualified female candidates are highly encouraged to apply

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

DUTIES AND RESPONSIBILITIES

Within delegated authority, the Supply Assistant will be responsible for the following duties:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
 - Prepares and submits Receiving and Inspection (R&I) reports, 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), posted on the system and presented to R&I supervisor and Procurement for immediate action.
 - Reviews Goods' Receipts reports in Umoja and R&I Reports in electronic inventory management system.
 - Maintains daily accurate and auditable property records in electronic inventory management in 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 receiving and inspection and warehousing management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines, and mission's SOPs.
 - Produces Business Object reports on monthly basis and when requested by supervisor. Performs cycle count of inventory, equipment, and fixed assets listed in the unit stock and ensures that Umoja system is up to date.
- Prepares scheduling of material and equipment deliveries to field offices and coordinates return of equipment from field offices to the warehouse.
- Assists Technical Units in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
 - Interacts with other property management stakeholders and providers of services, in particular Technical Units, Procurement Section, Property Management Unit, Movcon, 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.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required.

Work Experience: A minimum of five (5) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement, and warehousing areas.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Fluency in oral and written Pashto or Dari 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.

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.

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.

APPLICATIONS

- UNAMA will only accept properly completed and signed Personal History Form (P.11) received by email before the closing date. CVs or Resumes will not be considered nor will late submissions after closing date. Any information provided on the P.11 form will be considered binding.

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and submit the duly completed signed P.11 by e-mail to: unamava_support@un.org

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#16/03/2023** into the email subject line when submitting the duly completed and signed P.11 Form and the required documents. Please do not add any other information in the subject line of your email except **VA#16/03/2023**. Please do not add any additional words or space in the VA Number. **Applications received without a VA Number will not be considered.**
- 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 four (4) to six (6) weeks from the deadline indicated on the VA.

Required documents to be submitted along with the signed and completed UN P.11:

- **Serving UN staff members:** In addition to the completed and signed P.11, scanned copies of two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** In addition to the completed and signed P.11, scanned copies of 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.

No fee:

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, or training). The United Nations does not concern itself with information in applicants bank account.

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.

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.