



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

Vacancy No.	07/03/2020
Post Title	Supply Chain Business Intelligence Assistant
Level	GL-6
Organizational Unit	Property Management Unit
Location	Kabul HQ
Number of posts	01
Issuing Date	03/03/2020
Closing Date	17/03/2020

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

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

Duties and Responsibilities:

- Monitor key indicators and provide information to Supply Chain Business Intelligence Officer to analyze the Supply Chain performance against established benchmarks and performance targets; Collect and provide data for the preparation of performance reports based on the established key performance indicators, matrixes, corporate targets and action plans;
- Provide support with the development of mission specific KPIs, dashboards for Business Intelligence (BI) by analyzing the business processes and process improvement opportunities. Assists with the application of performance data to various business units and performance areas;
- Assist in coordinating and conducting timely collection of information on supply chain processes, performance and associated root cause analysis for underperformance which help drive business results and enable decision making process. Perform quality assurance checks for data accuracy, update of performance reports and dashboards to help ensure consistent quality throughout the business process;
- Assist in development of data visualization to derive actionable intelligence;
- Assist in the operationalization of Supply Chain management concepts, implementation instructions on Supply Chain self-assessment and performance reporting. Assist in the validation of the data and establishment of targets;
- Assist with the collection of information on business processes and improvement opportunities/targets from various stakeholders and process owners to enable Supply Chain Business Intelligence Officer to define specific business requirements for the end-to-end Supply Chain performance management;
- Assist with the development and promulgation of Business Intelligence Guidance and Procedures by keeping records and information to ensure that robust practices are in place;
- Ensure that daily activities are in compliance with the UN Environmental and Waste Management policies and in line with the UN Environment Strategy objectives. Perform other duties, as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required. Technical or vocational certificate in at least one of the following areas is required: supply chain management, procurement, business management, business analysis.

Certifications in Project Management (PRINCE2 or equivalent) is desirable. Certification

in Supply Chain (SCOR-P, CSCP or equivalent) is desirable.

Work Experience: A minimum of five (5) years of progressively responsible experience in Supply Chain management, property management, procurement logistics and related area is required. Experience in Supply Chain performance management is desirable. Experience in providing logistics and Supply Chain support services in a complex, volatile, conflict or post-conflict environment is desirable. Experience in an international setting is desirable.

Experience working with Excel and Data Base Management is required. Experience in sourcing, cleaning and preparing data and selecting/ developing visualizations/metrics that enable easy communication/interpretation by the users is required.

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

Special Measure: The minimum work experience for GL-6 with High School certificate is reduced to 5 years, instead of the standard minimum required work experience of 7 years, subject to approval of the special measure. 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 behaviors; 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.

Creativity: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

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.

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.**
- **Please copy past the VA#07/03/2020 on the subject line of your e-mail.**
- **Applicants should indicate VA Number as VA#07/03/2020 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.