



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

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| <b>Vacancy No.</b>         | 29/05/2023                                   |
| <b>Post Title</b>          | Supply Chain Business Intelligence Assistant |
| <b>Level</b>               | G-6 (Fixed-term Appointment)                 |
| <b>Organizational Unit</b> | Property Management Unit                     |
| <b>Location</b>            | Kabul  |
| <b>Number of posts</b>     | 01   |
| <b>Issuing Date</b>        | 15/05/2023                                   |
| <b>Closing Date</b>        | 29/05/2023                                   |
| <b>Duration</b>            | One (1) 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 Team Assistant will be responsible for the following duties:

- 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 business processes and process improvement opportunities.
- Assists with the application of performance data to various business units and performance areas.
- Assist in coordinating and conduct 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 DPKO/DFS Environmental and Waste Management policies and in line with the DFS 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 desirable: logistics, supply chain management, business administration or procurement.

**Work Experience:** A minimum of seven (07) with a High School Diploma and five (05) years with a relevant bachelor's degree of progressively responsible experience in Supply Chain management / Property Management, logistics, or procurement 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, selecting, and developing visualizations/metrics that enable easy communication/interpretation by the users is desirable. Experience in BI, Power BI and Structured Query Language (SQL) analysis tools is desirable.

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

**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.

#### 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](mailto:unamava_support@un.org)

- **Important Note:** Applicants should copy and paste the Vacancy Announcement (VA) Number which is **VA#29/05/2023** 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#29/05/2023**. 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.

