

External/Internal Generic Job Opening

GJO No.	MINURSO-19-GJO-005	Date of Issuance:	08 October 2019
Post Title:	Logistics Assistant	Deadline:	21 October 2019
Section/Unit:	Life Support Section	Level:	GL-5

DUTIES AND RESPONSIBILITIES

Summary of principal functions:

This position is located in the United Nations Mission for the Referendum in Western Sahara (MINURSO), Laayoune. The Logistics Assistant at this level usually reports to Rations Unit Supervisor. The incumbent is responsible for the completion of a variety of Life Support activities such as: she/he assists in implementing and updating the Mission's Life Support Unit's work plans and programme, and she/he performs monitoring functions on budget and accounts of Life Support, electronic systems related to ERMS and EFMS, she/he performs invoice verification functions related to fuel, rations and supply, she/he performs functions related to contract administration and performance management.

Major duties and responsibilities:

Within the delegated authority, the Logistics Assistant will perform the following duties:

Food Rations management:

- Assist in the preparation of Life Support Unit's annual budget that includes collecting data and information from all stakeholders of the mission for the major resource commodities, Results Based Budgeting, Cost estimates and other mission's service requirements;
- Plans, monitors and reports of annual budget and quarterly spending of funds with respect to food rations and associated services;
- Ensures shopping carts are timely raised by AMU for rations and related services based on Rations Unit request and follow up with procurement to obtain Purchase Order (PO) and initiating amendments as and when required;
- Review and confirm in ERMS receipt of food request from UNMOs of team sites, verifies the CMR (Ceiling Man-Day Rate) and calorific value parameters are not exceeded;
- Submits FFO (Final Food Order) to Contractor within the specified timeframe;
- Coordinate with MIL Food Officer and Contractor on food substitutions;
- Consolidates UNMO food requests and submits the Mission Bulk-Food Order (MBO) 55 calendar days prior to the intended consumption period;
- Coordinates with Shipping Unit and Contractor on required documents for the release of food sea container;
- Consolidates troop strength data and submit to the Contractor four (4) individual weekly FFO (Final Food Order) 14 days prior to intended delivery period, indicating the delivery location.
- Ensure that rations accounting documents should be made available to United Nations external and internal auditors under the authority of MINURSO Life Support's Rations Unit.
- Verify appropriate stock control, documentation, storage, handling, hygiene, safety and overall quality assurance of rations, including UNMO kitchen and dining facilities.

- Ensures the provision of combat ration pack reserve for MINURSO Military UNMOs and UN civilian personnel in case of emergency, or when normal food supplies are otherwise interrupted.
- Verifies, validates and process the Contractors' invoices in a professional manner based on ERMS processes, established UN best practices enshrined in UN financial regulations to attain best value for money (BVM), fairness, integrity and transparency in the interest of the Organization.
- Generates an ERMS Goods Received Report (GRR) for each Delivery Point (DP) for verification to Chief, Rations Unit for review and authorization of payment.
- Raises a Service Entry Sheet (SES) to activate payment to the Contractor and must ensure that the prompt payment discount is achieved by ensuring that the payment reaches the Contractors account within 30 days of receipt of the relevant invoices.
- Ensures that all records on rations and associated expenditures for that week / period are updated into the Mission Statistics Report (MSR). She/he shall monitor all expenditure against the Contract Not to Exceed (NTE) amount.

General Supply Stores:

- Assist in raising requisitions for services and items required by the supply Stores; coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis. Participates in the acquisition and the drafting of preliminary specifications for requirements; participates in the preparation of technical evaluation committees and presentations to Local Committee on Contracts.
- Assist in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system for individual end users of UN property for purpose of transparency and accountability.
- Assist in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports

QUALIFICATIONS AND EXPERIENCE

Education: Minimum High School Diploma.

Experience: A minimum of five (05) years of progressively responsible experience in Fuel or Rations is required. Experience in Supply Contract's Administration and Performance monitoring, Logistic Operations, and Reporting Accounting and Financial related areas would be desirable.

Language: Fluency in written and spoken English is required. Knowledge of another official UN language is highly desirable.

Other Requirements: Good knowledge of computer skills especially with accounting spreadsheets.

COMPETENCIES

Professionalism: Knowledge of rations, fuel and supply chain operations, including contract management, planning, policies and procedures. Knowledge of United Nations Financial Rules and Regulations. Ability to specify business rules in the specific supply area. 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.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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; builds consensus for task purpose and direction with team members; supports and acts in accordance with final group decisions, even when such decision may not entirely

reflect own position; shares credit for team accomplishment and accepts joint responsibilities for team shortcomings.

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

APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: minurso-vacancies@un.org
- Please note that hand carried Applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from deadline for submission of applications.

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.

Minimum salary: 190422 MAD

For Job Openings with MINURSO and the Personal History Form (P.11), please visit the following website:

<https://minurso.unmissions.org/job-openings>