



MINURSO

**External/Internal Generic Job Opening**

GJO No.	MINURSO-20-GJO-001	Date of Issuance:	21 February 2020
Post Title:	Property Control and Inventory Assistant	Deadline:	20 March 2020
Section/Unit:	Centralized Warehouse Section	Level:	GL-4

**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 Warehouse Assistant at this level usually reports to Chief Centralized Warehousing Unit and/or designated OIC. The incumbent is responsible for the completion of a variety of warehousing activities as such: She/he assists in updating the inventory management system (UMOJA), she/he assists in the implementation of projects within the Centralized Warehouse, she/he focuses on operations directly connected with the warehouse, including receiving, putting away, storage, and issuing items in inventory, she/he performs and ensure receipt and inspection verification functions related to spare parts, tools and equipment, and she/he is responsible in inventory verification through physical count activities.

**Major duties and responsibilities:**

Within the delegated authority, the incumbent will perform the following duties:

- Assist in Issuing spare parts, tyres, workshop equipment & tools to Laayoune Base Workshops and Team Sites workshops;
- Assist in Inspecting quality of all incoming shipments and confirm their correctness of product id's, part numbers, item description and accounted for prior to issue of R&I report;
- Assist in Performing the technical quality inspection of materials to ensure that all technical specifications are as per contractual requirements and goods are in good working condition;
- Ensuring that all the work orders are correctly completed in the system (UMOJA) and spare parts are committed accordingly;
- Maintain appropriate shelving, racking and the bin locations in Warehouse Store and in UMOJA Assets Inventory Systems and other documentation;
- Conduct inventory checks create Inventory Cycle Vouchers subject for approval;
- Identification and packing of spare parts for write-off/obsolete spare parts/stock transfer to other mission;
- Assist in Processing cannibalization of spare parts;
- Receiving old/used spare parts from team sites for proper handling and disposal in accordance with the DFS Policy;
- Managing/Reassigning of Store Bin locations to the Warehouse;
- Create Good Issue, Transfer Order and Confirm Transfer Order in the system UMOJA;
- Preparation of documentations for Cargo Movement Request (CMR), Gate Pass for the shipment of Spare parts to the Team Site workshops;
- Ensures appropriate packing method, packing container of all goods/materials that will be sent to various team sites;
- Maintains warehouse records, writes reports and submits them to the Chief of Central Warehouse in accordance with the established procedures and deadlines;

- Assist in Identifying discrepancies and/or anomalies and the details thereof, or any other reason for rejection and record these details in UMOJA ERP system for resolution;
- Assist in Performing UMOJA ERP and physical functions related to outbound delivery for storage of put away, picking, packing, order fulfillment to the final delivery of commodities to the customer;
- Maintains an accurate and auditable inventory records in electronic inventory management system in conformance with administrative instructions, guidelines, manuals and SOPs;
- Updates all physical inventory cycle count records and data entry in UMOJA ERP;
- Carry out other duties assigned by the Warehouse Supervisor or the Chief of Central Warehouse;
- Perform a variety of functions to support the central warehouse operations with delegated authority;
- Ability and readiness to move in other (SAU) warehouse operations as and when required;
- Other duties required by his/her supervisor.

### QUALIFICATIONS AND EXPERIENCE

**Education:** Minimum High School Diploma.

**Experience:** A minimum of four (04) years of progressively responsible experience in the field of inventory management control (Warehousing), logistics or administration is required. Experience providing services to or in a field operation of the United Nations Common System or a comparable international organization is desirable. Experience in database administration may be an asset. Demonstrated proficiency in UMOJA/SAP ERP system is 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 Excel spreadsheets.

### COMPETENCIES

**Professionalism:** 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. demonstrates openness in sharing information and keeping people informed.

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**Planning and 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 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](mailto: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: 156086 MAD

For Job Openings with MINURSO and the Personal History Form (P.11), please visit the following website: <https://minurso.unmissions.org/job-openings>