



**INTERNAL/EXTERNAL GENERIC JOB OPENING**

<b>Vacancy No.</b>	<b>MINURSO-23-GJO-02</b>	<b>Date of Issuance</b>	<b>20/01/2023</b>
<b>Post Title</b>	<b>Receiving and Inspection Assistant</b>	<b>Deadline</b>	<b>19/02/2023</b>
<b>Section</b>	<b>Supply Chain Performance Management Section</b>	<b>Level</b>	<b>GL-4</b>
<b>Location</b>	<b>Laayoune HQ</b>		

**Duties and Responsibilities**

The position is located in the United Nations for the Referendum in Western Sahara (MINURSO), Laayoune. The incumbent reports to the Chief Property Management Officer

Under the direct supervision of the Chief Property Management Officer, and within the delegation of Property Management Authority, the Receiving & Inspection Assistant will perform the following duties:

**Receiving and Inspection (R&I) of Goods**

- Assist to coordinate with the shipping unit about incoming shipments.
- Assist in off-loading MIUNRSO shipments delivered by Shipping Unit (either from vendors or transferred from other UN Missions).
- Verify the purchase order (PO) before receiving goods to ensure that they are received properly.
- Conduct physical inspections of any received material to the mission; non-capitalized equipment, financial inventory, and Property and Equipment (Assets/P&E) and ensure that all items are supplied accurately according to the specification, terms, and conditions of the relevant Purchase Order and/or contract in the presence of the technicians from the Self Accounting Units (SAUs)
- Inspect and report all financial inventories on UMOJA, Strategic deployment stocks/reserve of water, rations, and medicines including the strategic deployment stocks (SDS), and UN reserve held in Brindisi.
- Assist to process Inbound delivery for the three-way-matching of both physical goods receipt and the virtual goods receipt process to indicate the acceptance of goods during the transfer of ownership by the Incoterms (delivery terms).
- Assist to determine if goods are received into blocked, unrestricted, or quality inspection stock.
- Assist to Ensure items of P&E are properly recognized and evaluated by capturing/recording in the Receiving and Inspection register the accurate dates of receipt for financial purposes.
- Bar-code and serialization of all the fixed assets and financial inventory based on the threshold capitalization by recognizing the IPSAS class for the above and below the threshold, is the starting point of creation in the Umoja Property Management System in the presence of Property Control and Inventory Unit (PCIU).
- Assist to Identify the serialized Materials with data enrichment for easy tracking purposes and check all the populated data from the Equipment Master Record (EMR) once the Goods Receipt (GR) is posted.
- Verifying the accuracy of Product identification (PIDs) and coordinating with Property Management Section/PCIU before posting the good receipt (GR) and carrying out the correction transactions whenever needed.
- Assist to Draft damage discrepancy reports (DDR) and R&I reports, concerning equipment transferred to the mission from other missions or availed of through vendors/contractors under local and international contracts.
- Assist to liaise with the Procurement Section and the Self Accounting Units (SAUs) for the freight service SES parts after Goods Receipt.
- Maintain accurate recording and registry system of all incoming and outgoing shipment/goods, assets, and equipment transferred to/from the mission, and all ration delivery reports (Food requisitions/R&I reports).
- On receipt of the PO, open a case file which will remain active until procurement action has been completed and SAU has accepted the consignment, and R&I's are delivered to finance for payment.
- Assist with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.
- Assist with visualizations and updating information material such as web pages or brochures.

**Inbound Coordinator Transport Management Module (TM):**

- Communicate with the shipping Unit regarding the delivery date and adjust the dates in the Transport Management Module (TM) system with justification.
- Assist to liaise with Requisitioners and Procurement for the planning and packing of all inbound delivery documents for freight POs.

- Assist to generate all required documents in Transport Management Module (TM) to enable the process of raising freight shopping carts in coordination with the Acquisition Management Unit (AMU).

**Food Rations Inspections through the Electronic Rations Management system (eRMS)**

- Conduct physical inspection on food delivered to the Military in the team sites (dry, fresh and frozen) on weekly basis, based on the food plans and delivery notes issued and approved by the Rations Unit.
- Perform the electronic receiving (scanning) and confirm the quantity received in the eRMS based on the approved Food orders.
- Coordinate with the Military G4 food officer to ensure quality and quantity compliance and verify the discrepancy reports to the rations Unit.  
Perform other duty as required.

**QUALIFICATIONS AND EXPERIENCE**

**Education:** High School Diploma or equivalent. Technical training related to property and inventory management operations is highly desirable.

**Experience:** At least three (3) years of relevant progressively responsible experience in property management or related fields. Work experience in Umoja. A comprehensive grasp of material and inventory accounting practices is desirable. One (1) year or more of experience in data analytics or related area is desirable.

**Language:** Fluency in written and spoken English is required. Knowledge of Arabic and French is desirable.

**Other Requirements:** Experience in the application of information technologies to business practices and procedures relevant to commodity management is desirable. The ability to produce high-quality work under pressure is needed.

**COMPETENCIES**

**Professionalism** – Thorough knowledge of the Organization’s financial rules and regulations as they pertain to property management and accounting practices. Demonstrated use of initiative, ability to maintain accurate records/interpret a wide variety of data, and ability to make appropriate linkages in work requirements - 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  
Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

**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

**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.

**APPLICANTS**

Interested candidates should complete the attached United Nations Personal History form (P.11) in English and forward it electronically to the following email address: [minurso-vacancies@un.org](mailto:minurso-vacancies@un.org)

Please indicate the post and vacancy number you are applying for.

Incomplete P.11s will not be processed.

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

Only applicants who are short-listed will receive an acknowledgment within two weeks from the deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence, and integrity remains the paramount consideration in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.