External/Internal Generic Job Opening

<table>
<thead>
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<th>JO No.</th>
<th>MINURSO-21-GJO-04</th>
<th>Date of Issuance</th>
<th>13/11/2021</th>
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<tr>
<td>Post Title</td>
<td>Property Disposal Assistant</td>
<td>Deadline</td>
<td>21/11/2021</td>
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<td>Section</td>
<td>Supply Chain Performance Management</td>
<td>Section</td>
<td>GL-5</td>
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<tr>
<td>Location</td>
<td>Laayoune HQ</td>
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**Duties and Responsibilities**

Under the direct supervision of the Chief Property Management Officer, and within the delegation of Property Management Authority for Disposal and duties and responsibilities are as follows:

- Execute quality control in accordance with international and local environmental standards for the disposal of the written-off assets, hazardous waste, and medical waste.
- Assist to specify rules, policy practices and procedures in the area of asset disposal and establish assessment plan to visit the team sites in order to verify the environmental disposal methods available for the hazardous waste.
- Assist in organizing, planning and physically disposing of all the written-off assets and financial inventory, and responsible for the environmental disposal of medical and hazardous waste generated in the mission area to avoid any pollution or contamination.
- Seek the advice and help of Self Accounting Unit technicians concerning any assets whose components may be suspected to be hazardous.
- Assist to liaise with the Liaison Officer on disposition of UN property with the approval and coordination of the Customs and Local Authorities.
- Inspect all equipment and documentation for general supplies and medical wastes to be disposed of.
- Assist and coordinate with Procurement on preparation of contracts and procedures for the disposal of assets under the care of the unit, including sale, trade-in, donation, destruction or transfer to other missions.
- Arrange and group items received according to their commodities and method of disposal to facilitate inspection prior to destruction or sale.
- Remove all the barcodes and UN signs and emblems from assets prior to the final destruction or handover and hand them to Receiving & Inspection Unit.
- Liaise with all SAUs to receive written-off assets and equipment and spare part items and prepare all necessary actions to dispose of the written-off assets based on the environmental rules and regulations and the disposal method recommended by the Local Property Survey Board (LPSB) or Headquarter Property Survey Board (HPSB).
- Assist to manage and organize the collection yard for proper and secure storage of wastes.
- Open case files for all written-off assets and provide PCIU with documentation to complete archiving the Asset Master Record (AMR) and the Equipment Master Record (EMR) and close those case files after completion of Disposal and generate the Disposal certificates (DCE) accordingly.
- Update the inventory notification after being notified by PCIU and coordinate with the warehouse staff to update the status of the EMR.
- Keep the entire original disposal certificate for accountability and auditing purposes.
- Perform any other duty as instructed by the Unit Supervisor.
## QUALIFICATIONS AND EXPERIENCE

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

**Experience:** At least five years of relevant progressively responsible experience in property management or related fields. Previous experience and proven ability in analytical work is essential. Comprehensive grasp of material and inventory accounting practices is desirable.

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

**Other Requirements:** Experience in the application of information technologies to business practices and procedures relevant to commodity management is desirable. Working knowledge of Microsoft Word and Excel, in addition to the essential application mentioned in the work experience, with other system application tools is an asset. Ability to produce high quality of work under pressure, visits to team sites are 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 at the following email address: 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 acknowledgement within two weeks from the 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.