External/Internal Generic Job Opening

Vacancy No. MINURSO-21-GJO-06  Date of Issuance 13/11/2021
Post Title Receiving and Inspection Assistant  Deadline 21/11/2021
Section Supply Chain Performance Management Section  Level GL-5
Location Laayoune HQ

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

Receiving and Inspection of Goods

Coordinate with shipping unit about the incoming shipments
Assist in off-loading MIUNRSO shipments delivered by Shipping Unit (either from vendors or transferred from other UN Missions).
Verify the PO prior to receiving goods to ensure that they are received in proper manner.
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 SAUs.
Inspect and report all financial inventories on UMOJA, Strategic deployment stocks/reserve of water, rations and medicines including the SDS and UN reserve held in Brindisi.
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 transfer of ownership in accordance with the incoterms (delivery terms).
Determine if goods should be received into blocked, unrestricted or quality inspection stock.
Ensure that items of P&E are properly recognized and valued by capturing and 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 threshold, being the starting point of creation in the Umoja Property Management System in the presence of PCIU.
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 PIDs and coordinate with PMS/PCIU before posting the GR and carry out the correction transactions whenever needed.
Draft damage discrepancy reports (DDR) and R&I reports, concerning equipment transferred to the mission from other DPKO missions or availed of through vendors/contractors under local and international contracts.
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.

Inbound Coordinator Transport Management Module (TM):
Communicate with shipping Unit regarding the delivery date and adjust the dates in TM system with justification.
Liaise with Requisitioners and Procurement for the planning and packing of all inbound delivery documents for freight POs.
Generate all required documents in Transport Management Module (TM) to enable the process of raising of 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 duties as required.

**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. Work experience in Umoja. 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 Umoja, TM and BI, 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 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.

**Communication –** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

**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.