

UNITED NATIONS

United Nations Mission for the
Referendum in Western Sahara



MINURSO

NATIONS UNIES

Mission des Nations Unies pour
l'Organisation d'un Référendum au
Sahara occidental

INTERNAL/EXTERNAL GENERIC JOB OPENING

JO No.	MINURSO-23-GJO-01	Date of Issuance	20/01/2023
Post Title	Property Control and Inventory Assistant	Deadline	19/02/2023
Section	Supply Chain Performance Management Section	Level	GL-4
Location	Laayoune HQ		

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 Supply Chain Performance Management Section and supervision of the Property Management Unit (PMU) Supervisor, within the Delegation of Authority of UN Property in the Mission, the Property Control and Inventory Assistant will perform the following duties:

- Maintain thorough knowledge of the Organization's financial rules and regulations as they pertain to property management and accounting practices.
- Assist to demonstrate the use of initiative, ability to maintain accurate records/interpret a wide variety of data, and ability to make appropriate linkages in work requirements.
- Carry out regular physical verifications of Property, Plant, and Equipment (PPE), which includes Assets, Equipment, and Real Estate in the Mission.
- Conduct regular field visits, and overnights at team sites west side of the Berm, to carry out physical verifications and ensure that equipment is managed properly.
- Verify the accuracy of records; description, serial number, and barcode, and ensure that asset information reflects the current user and location and is updated in Umoja.
- Assist in the management analysis and performance monitoring of the effectiveness and execution of asset control procedures.
- Ensure accountability and proper tracking mechanisms conform to expected organizational standards and goals.
- Identify and implement solutions to problematic areas of the asset control process and oversees that an effective support organization for the Asset Control System and the control of UN property is sustained on daily basis.
- Assist to coordinate and follow up with asset managers/warehouse staff, and advise on any discrepancies, to reconcile within the 30-day period.
- Ensure accountability of all assets and equipment assigned to mission personnel are returned or handed over, during check-out, before their departure from the mission to clear their records on Field Support Suite (FSS).
- Assist to arrange for site visits at the Team Sites during the hand-over and checkout procedures of the TS CDRs to verify the process.
- Ensure anomalies are identified and addressed immediately. Regularly reconcile of all balances and submission accurate, and auditable financial year-end statistics to Head Quarters.
- Assist to produce BI reports of UN Property for Service Delivery Sections, upon request, and provide guidance on inventory control issues on regular basis.
- Follow up with R&I on outstanding items in Umoja to monitor the barcoding process ensuring proper labeling of equipment within the IPSAS threshold and Umoja Product identification (PID).
- Carry out briefings to incoming personnel ensuring they maintain accountability of UN property.
- Maintain proper filing in the Unit for all inspections/Movement of UN Property records movement of Personnel (MOPs).
- Monitor the movement of UN property to the Team Sites in coordination with Movement Control/intermodal freight terminal (IFT) and maintain accurate records of the locations on Umoja.
- Assist to coordinate with the Assets Managers/warehouse staff and the Shipping Unit, on the UN property received/transferred from/to other UN-Peace Keeping Missions.

- Assist in producing periodic reports for the Property Control Unit.
- 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.
- Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High School Diploma or equivalent is required. Technical training related to Property Control and inventory operations is desirable.

Experience: A minimum of three (3) years of relevant progressively responsible experience in property control and inventory or related fields is required. 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 highly desirable. Knowledge of another UN official language is an advantage.

Other Requirements: Experience in the application of information technologies to business practices and procedures relevant to commodity management and control is desirable. Knowledge of methodologies for database management Umoja and BI to verify KPIs and assess the impact of the Mission's performance on financial implications. The ability to produce high-quality of work under pressure and overnights at team sites 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. 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.