**External/Internal Generic Job Opening**

<table>
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<th>JO No.</th>
<th>MINURSO-21-GJO-05</th>
<th>Date of Issuance</th>
<th>13/11/2021</th>
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<tr>
<td>Post Title</td>
<td>Property Control and Inventory Assistant</td>
<td>Deadline</td>
<td>21/11/2021</td>
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<td>Section</td>
<td>Supply Chain Performance Management/Property Management Unit</td>
<td>Level</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 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 PCIU 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.
- Demonstrate 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 in a proper manner.
- Verify accuracy of records in relation to description, serial number, barcode, and ensure that asset information reflects the current user and location and are updated in Umoja.
- 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 Asset Control System and the control of UN property is sustained on daily basis.
- 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, prior to their departure from the mission to clear their records on FSS.
- 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 of accurate, and auditable financial year end statistics to HQ.
- 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 and monitor the barcoding process to ensure proper labeling of equipment within IPSAS threshold and accurate Umoja PIDs.
- Carry out briefings to incoming personnel and ensure they maintain accountability of UN property.
- Maintain proper filing in the Unit for all inspections/Movement of UN Property records (MOPs).
- Monitor the movement of UN property to the Team Sites in coordination with MOVCON/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/transfered from/to other UN-PKO Missions.
- Assist in producing periodic reports for the Property Control Unit.
- Perform other duties as required.

**QUALIFICATIONS AND EXPERIENCE**
**Education:** High School Diploma or equivalent. Technical training related to Property Control and inventory operations is desirable.

**Experience:** At least five years of relevant progressively responsible experience in property control and inventory 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 and control is desirable. Knowledge of methodologies for database management Umoja and BI to verify KPIs and assess the impact on the Mission’s performance on financial implications. Ability to produce high quality of work under pressure, 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.

**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.