

## External/Internal Temporary Job Opening

<b>TJO No.</b>	<b>MINURSO-20-TJO-001</b>	<b>Date of Issuance:</b>	<b>02 April 2020</b>
<b>Post Title:</b>	<b>Logistics Assistant</b>	<b>Deadline:</b>	<b>08 April 2020</b>
<b>Section/Unit:</b>	<b>Centralized Warehousing Unit</b>	<b>Level:</b>	<b>GL-3</b>

### **DUTIES AND RESPONSIBILITIES**

This position is located in the United Nations Mission for the Referendum in Western Sahara (MINURSO), Laayoune. The Logistics Assistant at this level reports to Chief Centralized Warehousing Unit and/or designated Officer-in-Charge.

#### **Duties and responsibilities:**

Within delegated authority, the incumbent performs for the following duties:

- Assists in the preparation of material request orders described in service order.
- Responds and assists in Issuing spare parts and other transport inventory supplies to Laayoune Base Workshops and Team Sites workshops.
- Retrieves information for inventory research from Umoja system; Maintain appropriate shelving and racking for storage bin locations in Warehouse and assert equivalence on UMOJA.
- Assists in Preparation of documentations for Cargo Movement Request (CMR), and Gate Pass for the shipment of Spare parts and other supplies to the Team Site workshops
- Assists in receiving old/used spare parts and other materials from team sites for write-off handling and disposal in accordance with the DFS Policy.
- Assists in ensuring appropriate method for packing containers of goods/materials that will be sent to various team sites.
- Assists in maintaining warehouse records and ability in identifying discrepancies.
- Assists in the annual counting of inventory in Unit Stock.
- Assists in supporting filing of Unit's transactions and correspondence for audit purposes.
- Performs other duties as required.

## QUALIFICATIONS AND EXPERIENCE

**Education:** High School Diploma or equivalent is required.

**Experience:** A minimum of two (02) years of experience of progressively responsible experience of practical logistics operations, supply chain operations or related area.

**Language:** Fluency in written and spoken English is required. Knowledge of another official UN language is desirable.

## COMPETENCIES

**Professionalism:** 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.

Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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.

**Accountability:** Takes ownership for all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; provides oversight and takes responsibility for delegated assignment; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

## APPLICANTS

- Interested applicants should complete the attached United Nations Personal History form (P.11) in English.
- Applications must be forwarded electronically at the email address: [minurso-vacancies@un.org](mailto:minurso-vacancies@un.org)
- Please note that hand carried Applications, incomplete P.11s and Curriculum Vitae (CV) will not be accepted.
- Please indicate the Job Opening number you are applying for in the cover letter.
- Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from 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.

Minimum salary: 126895 MAD

For Job Openings with MINURSO and the Personal History Form (P.11), please visit the following website: <https://minurso.unmissions.org/job-openings>