



UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**  
**THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS**  
**FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

<b>DEADLINE FOR APPLICATIONS</b>	<b>: 29 DECEMBER 2020</b>
<b>DATE OF ISSUANCE</b>	<b>: 30 NOVEMBER 2020</b>
<b>FUNCTIONAL TITLE</b>	<b>: PROPERTY CONTROL AND INVENTORY ASSISTANT</b>
<b>LEVEL</b>	<b>: GL-5</b>
<b>SECTION</b>	<b>: PERFORMANCE MANAGEMENT SECTION</b>
<b>LOCATION</b>	<b>: MOGADISHU</b>
<b>DURATION OF CONTRACT</b>	<b>: ONE (01) YEAR FIXED-TERM APPOINTMENT</b>
<b>VACANCY ANNOUNCEMENT NUMBER</b>	<b>: UNSOS/PMS/023/2020</b>

**Special Notice:**

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

**Organization Setting and Reporting:**

This position is located in Mogadishu, Somalia Property Management Unit (PMU) within the United Nations Support Office in Somalia (UNSOS). The Property Control and Inventory Assistant reports to the Property Management Officer.

**Duties and Responsibilities:**

Within delegated authority, the Property Control and Inventory Assistant will be responsible for the following duties:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Prepares and submits Receiving and Inspection (R&I) reports, discrepancy reports, and disposal reports for the Unit Chief's approval.
- Performs initial inspection as part of Goods Receipt process to ensure that all items received in Somalia are supplied in accordance to the specifications, terms and conditions of the relevant purchase order or contract.

- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and records in Damage Discrepancy Reports (DDR), posted on the system and presented to the R&I Supervisor and Procurement for immediate action; Reviews Goods' Receipts reports in Umoja and R&I Reports in the electronic inventory management system.
- Maintains on a daily basis accurate and auditable property records in the electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs.
- Updates all physical verification records and data entry in electronic inventory management system; contacts technical units or centralized warehouse staff concerning any outstanding discrepancies and monitor associated reconciliation process.
- Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs.
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material; assists Technical Units in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Produces relevant Business Intelligence and Umoja ECC reports as and when requested by supervisor; assists in drafting statements of requirements for contracts and services for disposal.
- Interacts with other property management stakeholders and providers of services, in particular Technical Units, Centralized Warehousing Section, and Local Property Survey Boards, as appropriate; assists in carrying out Board of Survey functions as and when required.
- Prepares statistical analysis and trend analysis on Assets and Serialized Equipment in the Mission.
- Performs other duties as and when required by the supervisor.

**Competencies:**

**Professionalism:** Shows pride in work and in achievements; demonstrated 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.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**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.

**Qualifications:**

**Education:** High school diploma or equivalent is required.

**Experience:** A minimum of five (5) years of progressively responsible experience in the field of inventory control, property management, logistics, procurement or other related fields.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required. Knowledge of Somali languages is desirable.

**Assessment Method:**

Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by Competency Based Interview.

**How to Apply:**

Qualified candidates may submit their applications including their United Nations Personal History form (PHP) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The PHP is on the <https://unsos.unmissions.org/jobs>.

Applications submitted after the deadline **29 December 2020** not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

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Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Kindly attach copy of PHP, all relevant academic certificates, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.**

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).