



## UNITED NATIONS SUPPORT OFFICE FOR SOMALIA (UNSO)



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>28 NOVEMBER 2016</b>
<b>DATE OF ISSUANCE:</b>	<b>29 OCTOBER 2016</b>
<b>FUNCTIONAL TITLE:</b>	<b>LOGISTICS ASSISTANT</b>
<b>LEVEL:</b>	<b>GL-5</b>
<b>SECTION:</b>	<b>INTEGRATED WAREHOUSE &amp; DISTRIBUTION</b>
<b>LOCATION:</b>	<b>MOGADISHU</b>
<b>DURATION OF CONTRACT:</b>	<b>ONE (01) YEAR FIXED TERM</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSO/IWD/064/2016</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.

### Organizational Setting and Reporting Relationships:

This position is located in Mogadishu, Somalia. The incumbent will report to Chief, Integrated Warehouse & Distribution Section.

### Duties and Responsibilities:

Within delegated authority, the Logistics Assistant will be responsible for the following duties:

#### Logistics

- Supports more senior staff with respect to all major service contracts
- Prepares requisitions/raises service entry sheets or other required actions in UMOJA
- Provides updates of requisition status on a regular basis
- Prepare required documentation for shipment;
- Assist with maintenance of the container database;
- Plans and conducts Physical Inspection of inventories of expendable and non-expendable assets and commodities located in containers and warehouses and reports the results;
- Segregate stocks that are damaged, expired or identified as surplus or obsolete;
- Append stock count details onto stock sheets and submit for review;
- Monitors and identifies discrepancies, proposes solutions and follows-up on action to be taken to resolve them;
- Monitor and maintain accuracy of the Inventory Management System (IMS) by timely updating PV data in UMOJA

#### Supply/Transport/Movements

- Monitors and reports on implementation of logistics plans, including movement and delivery of assets, completion of project functions and status of contract amendments as required.
- Gathers all requests for logistical support in terms of equipment and materials and liaises with Warehouse Operations team for shipments
- Manages and supporting files, database and monitors reports
- Establishes and maintains functional files and reference library;
- Liaises with different departments/sectors on receipts and associated actions.

#### General

- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- Any other duties as required.

### Competencies:

**Professionalism:** Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment. Ability to maintain accurate records and prepare reports on a wide variety of data. 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.

**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.

**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.

### Qualifications

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

**Experience:** A minimum of five (5) years of progressively responsible experience of practical field logistics operations or related area. Knowledge of inventory management techniques, and warehousing operations is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

### Assessment Method

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

### Additional Information:

Candidates who are not selected, but whose performance in the interview process nevertheless demonstrated them to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

### How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **28 November 2016** will not be accepted. CVs will not be accepted.

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

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

**Kindly attach a copy of P11, Degree Certificate, 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).