



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA  
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

<b>DEADLINE FOR APPLICATIONS:</b>	<b>05 DECEMBER 2017</b>
<b>DATE OF ISSUANCE:</b>	<b>29 NOVEMBER 2017</b>
<b>FUNCTIONAL TITLE:</b>	<b>PROPERTY MANAGEMENT ASSISTANT</b>
<b>SECTION:</b>	<b>UNSOS</b>
<b>LOCATION:</b>	<b>MOMBASA, KENYA</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR</b>
<b>DURATION OF CONTRACT</b>	<b>1-9 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/PMA/035/2017</b>

**Special Notice:**

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

**DUTIES AND RESPONSIBILITIES:**

Within the Property Management Section (PMS), the Property Management Assistant is responsible for the following duties:

- Plan assets verification with UNSOS PCIU Staff for United Nation Owned Property issued to UN staff member and store in the Mombasa base;
- Assist in preparing required documents for verifications ;
- Download Physical Verification sheet from Umoja, export into excel, upload data in Umoja
- Perform physical verifications to ensure accountability of UN assets and make accurate update in the UN Galileo Inventory System and report any anomalies;
- Raise discrepancy reports, and monitor the associated reconciliation process;
- Interact with Asset Managers towards resolving pending property management issues;
- Perform other PMS duties as required.

**Competencies:**

**Professionalism** – Sound and proven experience of property management and related duties. Demonstrated skills and ability to coordinate work with Self Accounting Units and maintain Key Performance Indicator of the unit. Proven interpersonal skills and the ability to establish and maintain effective working relations in a multi-cultural, multi ethnic environment with sensitive and respect for diversity. Shows pride in work and

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.

- **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.

### **Qualifications requirements:**

**Education:** High school diploma or equivalent, with training in property management or similar field is required.

**Work Experience:** A minimum of five years of progressive work experience in logistics operations, or other related fields is required. Experience in Database management and reporting, including production of Excel spreadsheets and similar reports is required. Working knowledge of Umoja system and verification process is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For this opening, fluency in oral and written English is required. Knowledge of French or Arabic is an asset.

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

### **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 **05 December 2017** 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

**A copy of P11 to be attached.**

**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).**