

Posting Title : PROPERTY MANAGEMENT OFFICER, P3
Job Code Title : PROPERTY MANAGEMENT OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 22 February 2023-8 March 2023
Job Opening number : 23-Property and Asset Management-UNIFIL-201500-F-NAQOURA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

The position is located in the Property Management Unit, Supply Chain Performance Management Section of the United Nations Interim force in Lebanon (UNIFIL). The Property Management Officer work under the direct supervision of the Chief Supply Chain Performance Management Section.

Responsibilities

Within delegated authority and under the overall supervision of Chief Supply Chain Performance Management Section, the Property Management Officer will be responsible for the following duties:- Plans the property management operations, monitors progress through statistical analysis of database records and monthly progress reports for the Unit;- Monitors ongoing operations of the Unit and regular site visits to the mission Sectors and military locations, including physical inspections and verification of UNIFIL property;- Assist with the analysis and monitoring of the effectiveness and execution of asset control procedures in UNIFIL and its sub-location to ensure compliance with the Financial Rules and Regulations of the United Nations;- Liaise with Technical Sections, Central Warehouse on matters related to Inventory Control, Receiving and Inspection as well as Disposal activities of UNIFIL Properties;- Oversees the proper maintenance of the fixed asset register by recording information related to fixed assets and ensuring the accuracy and integrity of such information, which includes but is not limited to data relating to the stewardship and control of fixed assets; costs related to the acquisition and disposal (including transfers and retirement) of fixed assets; expenditures related to fixed assets; depreciation charges; impairment charges.- Ensures the accurate compilation of Asset Under Construction (AUC) project costs into fixed asset accounts and closes out those accounts once the related AUC has

been completed.- Ensures the accurate tracking of existing fixed assets, implements, and monitors the periodic physical verification review process.- Investigates whether conditions of potential impairment of fixed assets exist and implements and monitors the annual impairment review process and the resulting adjustments in accounting entries.- Investigates the potential obsolescence of fixed assets and implements and monitors the annual useful life review process.- Oversees the maintenance of accurate and auditable records, in both hard and electronic format, for accountability of UN property at UNIFIL in conformity with Administrative Instructions, Logistic Division(LD)/Department of Operation Support(DOS) guidelines and UNIFIL standard operating procedures;- Align the Unit's priorities with the Strategic Guidance and Performance Management Framework on the Management of Property issued by Global Asset Management Policy Service (GAMPS);- Oversees the compilation and drafting of relevant Standard Operating Procedures (SOPs) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Section/Unit, including terms of reference and job descriptions for the Staff in the Unit;- Identifies issues and implement solutions to problematic areas related to Property Management;- Oversees the maintenance of capitalized and non-capitalized fixed assets by recording information related to Property, Plant & Equipment (PPE), ensures accuracy and integrity of property records in accordance with the IPSAS Policy Framework and related policies and procedures;- Ensures accurate tracking of existing PP&E assets, implements and monitors the periodic physical verification process;- In collaboration with the Budget & Finance Section, prepares and verifies periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), including reconciliation of discrepancies, and ensures timely submission as per OSCM Guidelines;- Ensures timely response/implementation of audit queries and/or recommendations related to property management; that an effective support organization for the inventory management system and internal controls for UNIFIL property is sustained;- Support and provide inputs to the risk profiling and implementation of risk mitigation measures in relation to property/inventory management, ensure timely implementation of audit queries and/or recommendations, and maintenance of effective inventory management system and internal controls for UNIFIL property;- Performs other duties as required.

Competencies

Professionalism: Ability to manage a diverse range of property management services; analytical capacity and proven business process management and project development skills; expert knowledge of the UN Financial Regulations and Rules; demonstrated expertise in logistics/supply chain management; 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.**Accountability:** Takes ownership of 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; supports subordinates, provides oversight and takes responsibility for delegated assignments;

takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable. 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.

Education

An advanced university degree (Master's or equivalent) in business administration, logistics management, supply chain management or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Work Experience

A minimum of five (5) years of progressively responsible experience in property management, property control, logistics, supply chain management or related area is required. Experience in utilizing an ERP system for asset management and reporting is required. Experience working in property management in an international organization is required. Experience in property management performance monitoring and reporting is required. Experience in IPSAS accounting is desirable .

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment.

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected. The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment. Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment. The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under

conditions established by the Secretary-General. Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage. The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application. Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.