

Posting Title : RECEIVING AND INSPECTION ASSISTANT, G4  
Job Code Title : RECEIVING AND INSPECTION ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 3 May 2023-1 June 2023  
Job Opening number : 23-LOG-UNIFIL-208052-R-NAQOURA (M)  
Staffing Exercise : N/A

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

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### **Org. Setting and Reporting**

The position is located in the Centralized Warehousing Section (Warehouse Operations Unit) of the Supply Chain Management Section, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Receiving & Inspection Assistant at this level will report to the Warehouse Manager or his/her designate in the Warehouses.

### **Responsibilities**

- Assists in receiving all deliveries of mission supplies in the warehouses;
- Assists in conducting physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and are in serviceable condition and verify that the goods received match the goods ordered in accordance with the Purchase Order.
- Assists in creating and managing bin locations, organizing allocation of space for items including material handling and other physical warehouse functions to store, move, prepare, transfer and preserve materials in the warehouses including commodity item backfills, unloading or loading from docking stations and/or crossdocking and process in the inventory management system;
- Process transfer of inventory to end-users / service orders based on the approved reservations, service orders or Project WBS processed by the Technical Sections.
- Assists in identifying anomalies of materials received by the warehouse and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to the supervisor for immediate action.
- Assists Receiving Unit in receiving goods delivered by vendors and managed by the central warehouses. Prepares internal receiving reports for goods in the warehouses.

- 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 the electronic inventory management system.
- Assists stakeholders with the application of property management policies and procedures to meet organizational standards and goals set up in the DOS/SCM and DMSPC/GAMPS guidelines and Centralized Warehousing Manual.
- Assists with the proper segregation and disposal of hazardous waste of written-off property and commodities representing a risk to the environment, in order to avoid any pollution or contamination and monitor the execution of contracts for the disposal of property and supplies, including all types of waste material.
- Assists the supervisor in coordinating with Technical Sections and preparing/segregating materials for write-offs.
- Prepares statistical analysis and trend analysis on United Nations property when required.
- Performs other duties, as required.

## **Competencies**

- **Professionalism:** Practical knowledge of the field of work in the areas of supply chain management, in particular warehousing, inventory management, distribution, warehouse safety management, as well as related procedures, practices and environmental standards. Ability to demonstrate flexibility and adaptability when providing the required logistical and transportation support to the Section. Ability to provide technical assistance in the area of warehouse 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. 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.
- **Planning & 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.

**Education**

High school diploma or equivalent is required.

**Job Specific Qualifications**

Driving license type "B" is required. (Please attach)

A technical or vocational certificate in Microsoft Applications such as Word, Excel, Power Point is desirable.

Certification in Enterprise Resources Planning based applications (such as SAP) related to inventory and warehouse management is desirable.

**Work Experience**

A minimum of three (3) years of progressively responsible experience in the field of inventory control, warehouse management, logistics, procurement, or other related fields is required.

A minimum of one (1) year experience in putting-away and picking materials, replenishing stock and organizing the warehouse is required.

A minimum of one (1) year experience in the utilization of material handling equipment (pallet trucks, order pickers, forklifts etc) used for warehouse operations is desirable.

**Languages**

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

**Assessment**

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

### **Special Notice**

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira.

The United Nations Secretariat is committed to achieving 50/50 gender balance 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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.