



Internal / External Job Opening

Date: 26 October 2016

Job Opening No. : **JO/2016/014 A**
Section : **Mission Support Centre**
Functional Title : **Logistics Assistant**
Post level : **GS-5 (One Post)**
Duty Station : **Naqoura**
Deadline for receiving applications : **08 November 2016**

Duties and Responsibilities:

Under the direct supervision of the Deputy Chief and the Chief of Mission Support Centre, the Logistics Assistant will be responsible for the following duties:

- Assists with implementing and managing the land acquisition or divestiture between the United Nations and the Lebanese Army Forces (LAF) Permanent Committee and Land Owners.
- Drafts, reviews and applies policies, procedures, objectives and guidelines effecting acquisition and divestiture process;
- Liaises with host Government through the LAF representatives, Municipal Authorities, Mayors and Mukhtars on matters pertaining to the acquisition and divestiture of all public and private real estate resources; Taking under consideration local community needs, security advisory and rules.
- Initiates, manages and completes acquisition/divestiture process once the Acquisition/Divestiture Certificate is approved by the HoM/FC;
- Organizes site meetings to include the participation of MSC, ESS, Claims, CITS, Security, LAF, Sector Administrator and prepare minutes;
- Drafts requests to the LAF Permanent Committee to Undertake Negotiations with owners after reconnaissance visits;
- Ensures weekly follow up with the LAF HQ for the approval to commence land acquisition/divestiture;
- Assists the LAF Permanent Committee with carrying out topographic surveys of UNIFIL positions;
- Maintains and updates records by obtaining detailed photographic and written evidence such as measurements, condition and disposition of the property during final acquisition/divestiture at site meetings;
- Advises and inform all stakeholders, via e-mail, detailing the effective date of the acquisition or divestiture of the property by UNIFIL immediately after obtaining all information and supportive documents.
- Liaises with the Environmental Unit to obtain an Environmental Certificate for the acquisition/divestiture of land and premises;
- Drafts correspondence such as letters, memos, note verbales on the "Request to Undertake Negotiations" to acquire/divest real estate.

- Collects and reviews information on UNIFIL occupied Land and Premises under Donated Right to use in coordination with the LAF Permanent Committee for the Management of UNIFIL Deployment
- Reconciles the LAF database with UNIFIL records encompassing maps, owners' names, property measurements of lands and premises, individual shares, property registration numbers, rental valuations for lands, rental amounts for premises. Identifies any discrepancies and omissions in the data and correct it with support and coordination with LAF Permanent Committee;
- Maintains detailed and accurate GIS information of all UNIFIL occupied property and lands in the Area of Operation;
- Provides and extracts UTM coordinates, position size, position boundaries and land plots layouts out of LAF AutoCAD based maps upon request from different Sections in coordination with the ICTS-GIS Unit;
- Performs other duties as required.

Qualifications and Requirements:

- High School Diploma or equivalent is required.
- Minimum of five years of progressively responsible experience in practical logistics operations or related areas, such as general office administration is required.
- A geographical background with experience in map-reading, management of memorandum of understanding, and reporting on real estate matters is desirable.
- Very good computer skills, i.e. MS Office (Outlook, Word, Excel, PowerPoint and SharePoint) is required. Previous experience in working with databases, carrying out analytical work, preparing presentations/briefings and the ability to communicate effectively are necessary for the post.
- Fluency in English and Arabic (oral and written) is required. Working Knowledge of French is desirable.
- Valid national driving license is required.
- Candidates must have passed the United Nations Administrative Support Assessment Test (ASAT) or an equivalent locally-administered test at Offices Away from Headquarters.

Core Competencies:

- **Professionalism:** Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. 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 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.

Instructions for Submission of Applications and Relevant Documents (choose only one):

Submit a **fully completed** and signed application form (P.11) in English.

Although in the P.11 form, it is indicated that you should not send or attach any documentary evidence at this stage, please do attach copies of High School degree and work certificates.

The P.11 and supporting documents should be sent to the Chief of Human Resources Management Section, UNIFIL, Naqoura:

- 1.) Via e-mail to unifil-recruitment@un.org or;
- 2.) Apply online through our WEBSITE: unifil.unmissions.org

Important notes:

- 1.) **Applications that do not include copies of high school certificate / work certificates will be considered incomplete and will not be taken into consideration.**
- 2.) Please ensure that the Job Opening Number is clearly indicated in your application;
- 3.) Due to the large volume of applications, we regret not being able to reply to everyone and will only contact the most suitable candidates for the test and/or an interview;
- 4.) Preference will be given to equally-qualified female candidates.