

Posting Title : PROPERTY MANAGEMENT ASSISTANT (2 positions),
G5
Job Code Title : PROPERTY MANAGEMENT ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 24 May 2023-22 June 2023
Job Opening number : 23-PAM-UNIFIL-208053-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

These two positions are located in the Centralized Warehousing Section (Warehouse Operations Unit) under Supply Chain Management, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The Property Management Assistant will report to the Warehouse Manager or his/her designate.

Responsibilities

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all materials in the warehouse are accounted for and in serviceable condition;
- Interacts with other property / inventory management stakeholders and providers of services, in particular Technical Sections and Supply Chain Service Sections as appropriate;
- Prepares and submits, discrepancy reports, warehouse operations and disposal reports for the unit chief's approval and ensures follow up action aiming at rectification of the discrepancies;
- Identifies 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;
- Conducts commodity item backfills, relocation, movement of stock in daily warehousing operations for unloading or loading from docking stations and/or crossdocking.
- Processes goods put-away, picking and movements according to product IDs, part number in the electronic inventory management system.
- Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with the Centralized Warehousing Manual, Administrative Instructions, DOS/SCM and DMSPC/GAMPS guidelines;

- Updates all physical verification records and data entry in electronic inventory management system;
- Assist stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DOS/SCM and DMSPC/GAMPS guidelines; and mission's SOPs;
- Produces Business Intelligence reports on a monthly basis and when requested by the supervisor;
- Assists in drafting statements of requirements for contracts and services for disposal and drafting correspondence and documents pertaining to warehouse management.
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Assists Technical Sections in preparation of materials for write-offs and processing of write-off cases through relevant property survey boards;
- Assists in carrying out Board of Survey functions as and when required;
- Prepares statistical analysis and trend analysis on United Nations property;
- Performs other duties as required in support of the work of the section, as required by the supervisor.

Competencies

Professionalism:

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 conduct analysis and produce reports on technical issues and to review and edit the work of others. Knowledge of and ability to apply UN rules, regulations, policies and guidelines in work situations. Ability to provide professional technical advice 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

A valid driving license type "B" is required. (Please attach)

Forklift Operation Certification / License is desirable. (Please attach)

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

A technical or vocational certificate in Microsoft Word and Microsoft Excel is required.

Work Experience

A minimum of five (5) years of progressively responsible experience in the field of warehouse/inventory management, logistics or related areas is required.

A minimum of one (1) year experience in warehousing operations including setting-up and organizing physical warehouse space, receiving and property disposal is required.

Physical experience in the utilization of forklifts and material handling equipment (pallet trucks, order pickers 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 these positions 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.