

Posting Title : REQUISITIONS ASSISTANT, FS5
Job Code Title : REQUISITIONS ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 4 May 2023-2 June 2023
Job Opening number : 23-LOG-UNIFIL-206612-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

The position of Requisition Assistant is located in the United Nations Interim Force in Lebanon (UNIFIL) Naqoura, in the Supply Chain Management Section, under Acquisition Management Section. The incumbent will report to the Acquisition Planning Officer and/or to the Chief of Section/ Unit.

Responsibilities

Within the limits of delegated authority, the Requisitions Assistant will be responsible for performing the following duties:

- Prepares requisitions for diverse services and commodities (e.g., information technology and communication equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, furniture and fixtures, stationery and office supplies, etc.) in a timely manner in accordance with the mission's acquisition plan, and monitors status of requisitioning and procurement processes of assigned categories.
- Prioritizes requisition preparation as per guidance of Acquisition Planning Officer, taking into account changing priorities and emergencies, resulting into an optimal delivery schedule to meet mission's requirements.
- Liaises with counterparts in acquisition planning unit or UNGSC on items availability prior to raising requisition/shopping cart to acquire new items and raises internal (transfer) orders for items to be supplied from existing inventory of Strategic Deployment Stock (SDS) or surplus stock in other missions.
- Maintains relevant databases and files in order to keep track of any contractual agreements and update the various stakeholders regarding the assigned categories.

- Oversees that correct items are selected from the Material Master when raising shopping carts in order to buy items from catalogues related to global or regional systems contracts.
- Oversees the preparation of requisitions for service contracts requirements and maintenance plans in accordance with the contract terms.
- Ensures that all requisitions for goods have accompanying requisitions for freight forwarding, as appropriate, and includes guidelines for suppliers for detailed packing instructions and delivery plan by destination.
- Ensuring that sufficient funds are available for all requirements.
- Monitors the use of adequate lead times from requisitioning so that realistic foreseen delivery dates are duly inserted in the requisitions; also ensures that all requisitions are in compliance with contract terms and agreed delivery schedules.
- Works in close collaboration with internal stakeholders, such as the technical units within Service Delivery and Supply Chain Services/Sections, and assists in the preparation of the technical specifications, e.g., Statements of Work (SOWs), Terms of Reference (TOR), etc. for various services and commodities not available from existing stock or systems contracts, ensuring completeness of the requirement and technical evaluation criteria.
- Collaborates with Procurement Section regarding the procurement process for raised requisitions, and monitors outstanding requisitions, keeping the various stakeholders informed of their status.
- Alerts Acquisition Planning Officer and acquisition planning unit of any recurring or duplicated requirements in order to optimize the requisitioning and supply chain management process.
- Performs local market search for immediately required goods and services, obtains the same through accepted procurement procedures, gathers relevant information for further processing.
- Leading contract performance evaluation unit duties including vendor performance evaluation, where appropriate, in coordination with the end-user, if applicable.
- Implements mission policies and procedures, including Standard Operating Procedures (SOPs), guidelines and instructions, governing the requisitioning and procurement process; Contributes to the periodic review and maintenance of same.
- Implements internal control systems including maintenance of accurate and complete accounting, reporting and all electronic/hard copy records for quality control purposes and ensure proper audit trail.
- Supervises and provides work direction and guidance to junior requisitions assistants; manages and coordinates the activities in his/her area of responsibility.
- Performs other duties as requested.

Competencies

Professionalism: Knowledge of the substantive field of work in the areas of supply chain management, in particular acquisition planning, logistics and requisitioning processes, with good understanding of field support operations, program/contract execution and administration. Good understanding of internal procurement policies, practices and procedures. Knowledge of and ability to apply various United Nations rules, regulations,

policies and guidelines, in particular procurement related policies and practices, in work situations. Analytical skills, including ability to research and analyse data, develop recommendations and plans. Demonstrated ability to apply good judgment in the context of assignments given. 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

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.

Client orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Identifies clients' needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

Education

High school diploma or equivalent is required. Technical or vocational certificate in at least one of the following areas is required: logistics, supply chain management, business administration and procurement.

Job Specific Qualifications

Work Experience

A minimum of eight (8) years of progressively responsible experience including at least two years at the international level, in supply chain, inventory management, logistics, procurement, requisitioning or related area, is required.

Experience in providing logistics and supply chain support services in a conflict or post conflict environment is desirable.

Experience leading an Acquisition Management or Requisitioning unit/team is desirable.

Experience working with SAP (Umoja ERP - Enterprise Resource Planning) systems or other similar platforms in the areas of scheduling, inventory control, procurement and/or logistics processes 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

Evaluation of qualified candidates may include informal interviews.

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 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.