

Posting Title : REQUISITIONS ASSISTANT, G5
Job Code Title : REQUISITIONS ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 5 August 2022-3 September 2022
Job Opening number : 22-LOG-UNIFIL-187773-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 or to the Chief of Section/ Unit.

Responsibilities

- 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 guidance of the Acquisition Planning Officer and monitors status of requisitioning and procurement processes of assigned categories, resulting into an optimal delivery schedule to meet mission's requirements;
- Keeps relevant internal databases and files up to date in order to keep track of any contractual agreements and informs the various stakeholders regarding the assigned categories;
- Selects correct items from the Material Master when raising shopping carts in order to buy items from catalogues related to global or regional systems contracts;
- Prepares requisitions for service contracts requirements and maintenance plans in accordance with the contract terms and instructions received from the Acquisition Planning Officer;

- Verifies that all requisitions for goods have accompanying requisitions for freight forwarding, as appropriate, and includes guidelines for suppliers on detailed packing instructions and delivery plan by destination;
- Applies 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;
- Interacts with internal stakeholders, such as the technical units within Service Delivery and Supply Chain Services I Sections, to obtain 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;
- Liaises with Procurement Section regarding the procurement process for raised requisitions and maintains relevant internal databases and overviews in order to keep track of outstanding requisitions and keeps the various stakeholders informed of their status;
- Alerts the acquisition planning unit of any recurring requirements in order to optimize the requisitioning and supply chain management process while avoiding duplicate requirements;
- Adheres to mission policies and procedures, including Standard Operating Procedures (SOPs), guidelines and instructions, governing the requisitioning and procurement process;
- Supports 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;
- Performs other duties as requested by the Acquisition Planning Officer.

Competencies

Professionalism: Knowledge of the policies, practices, and regulations in acquisition planning, procurement and requisitioning processes .Knowledge of policies related to the purchase of supplies and services. Knowledge of financial rules and regulations and ability to research and gather information from a variety of standard sources and 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. 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.

•**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

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.

Job Specific Qualifications

Technical or vocational certificates in at least one of the following areas of acquisition planning, procurement, contract management or requisitioning is desirable, Please explain.

Work Experience

At least five (05) years of progressively responsible experience in supply chain, procurement, requisitioning, administrative services or related area is required.

Languages

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

Assessment

Evaluation of qualified candidates may include an assessment exercise which may 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.

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.