

Posting Title : SUPPLY CHAIN BUSINESS INTELLIGENCE ASSISTANT, G5
Job Code Title : SUPPLY CHAIN BUSINESS INTELLIGENCE ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 22 December 2021-20 January 2022
Job Opening number : 21-LOG-UNIFIL-170142-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Supply Chain Management Performance Management Section/Business Intelligence Unit, the United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent reports to the Business Intelligence Officer. The Supply Chain Business Intelligence Assistant at this level effectively supports the implementation and execution of the Supply Chain performance monitoring and reporting within his/her own field mission. Under the guidance of the supervisor, the incumbent provides specialised technical assistance to the Supply Chain Business Intelligence Officer on end-to-end Supply Chain performance management. The incumbent collects data on end-to-end supply chain performance, summarizes performance information to enable development of performance reports and visualization tools.

Responsibilities

Within delegated authority, the Supply Chain Business Intelligence Assistant GS5 will be responsible for the following duties:

- Support the monitoring of key indicators and provide information to Supply Chain Business Intelligence Officer to analyze the Supply Chain performance against established benchmarks and performance targets. Assist in the collection and provision of data for the preparation of performance reports based on the established key performance indicators (KPI), matrixes, corporate targets, and action plans.
- Provide support with the development of mission-specific KPIs, dashboards for Business Intelligence (BI) by analyzing business processes and process improvement opportunities.

- Assist with the timely collection of information on supply chain processes, performance and associates root cause analysis for underperformance which help drive business results and enable decision making process.
- Assist with the validation of the data, identification and rectification of data issues and inconsistencies, implement measures for quality assurance.
- Maintain library of practices and procedures to enable development of guidance on Supply Chain Business Intelligence and Performance Management.
- Ensure that daily activities are in compliance with DPKO/DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives.
- Perform other duties, as required.

Competencies

Professionalism: Ability to simplify complex information and communicate statistical information to less-technically trained team members. Strong visual design skills, strong knowledge of Microsoft Office; Skilled in data extraction; 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.

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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Commitment to continuous learning: Keeps abreast of new developments in own occupation/profession. Actively seeks to develop oneself professionally and personally. Contributes to the learning of colleagues and subordinates. Shows willingness to learn from others. Seeks feedback to learn and improve.

Vision: Identifies strategic issues, opportunities and risks. Clearly communicates links between the Organization's strategy and the work unit's goals. Generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction. Conveys enthusiasm about future possibilities.

Education

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

Certification in Project Management (PRINCE2 or equivalent) is desirable. Certification in Supply Chain (SCOR-P, CSCP or equivalent) is desirable. Certification in Lean Six Sigma is desirable.

Job Specific Qualifications

Work Experience

A minimum of five years of progressively responsible experience in Supply Chain management, logistics, procurement or related area is required.

Experience in Supply Chain performance management is desirable

Experience in providing logistics and Supply Chain support services in a complex, volatile, conflict or post-conflict environment is desirable.

Experience in an international setting is desirable.

Experience working with Excel and Data Base Management is required. Experience in sourcing, cleaning, and preparing data, selecting, and developing visualization/metrics that enable easy communication/interpretation by the user is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

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.