UNITED NATIONS NATIONS UNIES

United Nations Logistics Base/Global Service Centre
Brindisi, Italy

Open to Internal and External Candidates

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT	**VA-UNLB/GSC-12-13 (003)**
DATE OF ISSUANCE	**09/07/2012**
DEADLINE FOR APPLICATIONS	**22/07/2012**
POST TITLE AND LEVEL	**Claims and Disposal (GL-4)**
DUTY STATION	**Brindisi, Italy**
SECTION/UNIT	**Property Management Section/Logistics Service (UNSMIL)**

Under the supervision of Chief PMS, the incumbent is responsible for assisting LPSB/Claims/Disposal Unit in daily tasks. Summary of duties include preparing and timely processing of property write-off /other claim cases/disposal cases in line with the Property Management Manual, UNLB Delegation of Authority and local laws and regulations.

DUTIES AND RESPONSIBILITIES

- Manage Administrative Write-Off (AW) cases by examining all the pertinent documentation and maintaining a case file in line with property management regulations.
- Categorize submitted cases by disposal method and write-off recommendation.
- Manage the electronic PSB database and prepare/update the AW cases for the signature of the Chief Administrative Officer.
- Liaise with LPSB and Property Disposal Unit and assist in disposal preparation.
- Update Accidents/Incidents database and facilitate the monitoring of any repetitive misconduct.
- Process compensation claim cases for the presentation to Claims Review Board through the Unit Supervisor.
- Assist in the preparation of the Local Property Survey Board (LPSB) and Local Claims review Board (CRB) meetings when required.
- Act as Alternate Secretary of the LPSB and/or CRB whenever required.
- Liaise with SAUs and LPSB & Claims on individual write-off cases pending disposal, in particular categorization in line with the recommended method of disposal.
- Assist in the preparation of the Disposal cases by managing the electronic Disposal database and arrange Disposal cases in number order.
- Liaise with relevant units on sale activities, ensuring adequate lot composition, identification and location.
- Examine all the pertinent documentation ensuring that items are disposed of in conformance with rules for environmental protection and in compliance with instructions issued by LPSB/HPSB/CAO.
- Ascertain that the Disposal case files are accurately updated in the Disposal database.
- Maintain contacts with Self Accounting Units during Write-off/Disposal cycle keeping them informed of problems/difficulties as they arise.
- Assist in the follow-up on Disposal cases as and when required (Insurance Companies, Custom, Buyers and Local Authorities).
- Assist in the preparation of reports on Disposal activities.
- Perform any other duty, as required.

COMPETENCIES

Professionalism: Knowledge of the rules and regulations regarding property management, claims and write-off and disposal activities. Ability to maintain accurate records and review / interpret a wide variety of data. Good knowledge of the local environmental regulations.
Planning and organizing: Effective organizational skills and ability to handle a large volume of work in an efficient and timely manner. Ability to establish priorities and to plan, coordinate and monitor work plans. **Commitment to continuous learning:** Initiative and willingness to learn and apply learnt knowledge to daily activities.
Technology awareness: Very good computer skills; proficiency in Galileo IMS (WODM), Business Objects, MS Office, Lotus Notes and other IT applications as well as knowledge of other database applications.
Teamwork: Good interpersonal skills; ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
Communication: Ability to write in a clear and concise manner, to communicate effectively orally and successfully defend recommendations.

MINIMUM QUALIFICATIONS AND SKILLS:

EDUCATION
High school diploma or equivalent.

EXPERIENCE
Minimum three years of relevant working experience, preferably in property management related area.
LANGUAGES
Fluent English and Italian with good drafting ability.
OTHER SKILLS
Good knowledge of Galileo IMS, preferably Write Off and Disposal Module is an advantage. Solid knowledge of other software applications, such as Lotus Notes, MS Office, Business Objects. Valid national driving license for EU, B category.

The United Nations is an Equal Opportunity Employer. In an effort to improve the gender balance within the organization, female candidate are strongly encouraged to apply.

Interested candidates who possess the relevant qualifications and experience, and are either EU nationals or possess the right to live and work in the EU, should submit an up-to-date UN Personal History Form (P.11), quoting **Vacancy Announcement No. VA-UNLB/GSC-12-13 (003)** by email only to: **personnel@unlb.org.**

Please indicate VA-UNLB/GSC-12-13 (003) in the subject line of your e-mail.

APPLICATIONS MUST BE RECEIVED BY THE DEADLINE: 22 July 2012