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 (002)**
DATE OF ISSUANCE	**09/07/2012**
DEADLINE FOR APPLICATIONS	**22/07/2012**
POST TITLE AND LEVEL	**Inventory and Supply Assistant (GL-4)**
DUTY STATION	**Brindisi, Italy**
SECTION/UNIT	**Central Warehouse & Distribution Section/Logistics Service (UNSMIL)**

Under the supervision of the IM&CS Unit Supervisor, the incumbent will assist in the execution of Central Warehouse & Distribution Section work programme. Among others:

DUTIES AND RESPONSIBILITIES

- Issues a variety of expendable and non-expendable supplies;
- Assists in receiving and inspection formalities for incoming items;
- Considers future usefulness of returned goods, and determines stock to follow established supply requirement to replenish stocks based on past usage and anticipated future demand.
- Prepares requisitions and/or enters data to initiate requisition process.
- Enters data on all incoming expendable and non-expendable UN property, acquisitions, disposals, transfers, deletions and corrections.
- Participates in periodic physical inventories of UN equipment to ensure accuracy of serial and decal numbers, stock descriptions, net total on hand and exact location of property.
- Coordinates delivery of UN property.
- Arranges contents of logistics stocking and receiving areas in a manner that maintains a safe working environment.
- Processes incoming write-off cases for submittal to Local Property Survey Board (LPSB).
- Designs and develops spreadsheet reports and databases using various software platforms in accordance with instructions received from supervisor.
- Proposes, develops and implements and suggests improvements in procedures to automate and expedite processing of inventory.
- Drafts routine correspondence for signature by supervisor when requested and register and file incoming correspondence.
- Maintains a proper filing system.
- Performs other duties as required.

COMPETENCIES

Professionalism: Knowledge of relevant UN rules, regulations, administrative procedures, policies and directives, and of inventory and control guidelines, directives and procedures. 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.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

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.

Accountability: Takes ownership of all responsibilities and honors 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.

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.
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.
Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language and Arabic is an advantage.
OTHER SKILLS: Good computer knowledge (Lotus notes, MS Office) and valid driver's license. Availability to work abroad would be an asset.

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 (002)** by email only to: **personnel@unlb.org.**

Please indicate VA-UNLB/GSC-12-13 (002) in the subject line of your e-mail.

APPLICATIONS MUST BE RECEIVED BY THE DEADLINE: 22 July 2012