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**UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING**  
**Internal / External**

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<b>Job Title &amp; Level:</b>	<b>Property Control and Inventory Assistant -G5</b>
<b>Department/Office:</b>	<b>UN Mission in Colombia, Life Support Unit, SC&amp;SD Pillar.</b>
<b>Location:</b>	<b>BOGOTA, COLOMBIA</b>
<b>Posting Period:</b>	<b>06 to 23 August 2021</b>
<b>Job Opening Number:</b>	<b>UNVMC-NJO-2021-016</b>
	<b>One year Fixed-Term appointment with possibility of extension</b>

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**IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, female candidates are strongly encouraged to apply**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

### **Organizational Setting and Reporting**

Under the overall supervision of the Chief Life Support.

### **Responsibilities:**

Within the limits of delegated authority, the Property Control and Inventory assistant will perform the following duties and responsibilities:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Prepares and submits Receiving and Inspection (GR) reports, discrepancy reports, and disposal reports for the Unit Chief's approval.
- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and records in Damage Discrepancy Reports (DDR), posted on the system

and presented to Property Management Supervisor and Procurement for immediate action.

- Reviews Goods' Receipts reports in Umoja and R&I Reports in the electronic inventory management system.
- Maintains daily accurate and auditable property records in the electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals, and SOPs.
- Updates all physical verification records and data entry in electronic inventory management system.
- Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines, and mission's SOPs.
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material.
- Assists Technical Units in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Produces Business Intelligence reports on monthly basis and when requested by supervisor.
- Assists in drafting statements of requirements (SOR) for different Life Support Unit contracts and services for disposal.
- Interacts with other property management stakeholders and providers of services, in particular Self-Accounting Units, Procurement Section, Joint Logistics Operations Center, and Local Property Survey Boards, as appropriate.
- Assists in carrying out Board of Survey functions as and when required.
- Prepares statistical analysis and trend analysis on United Nations property.
- Supports more senior staff with respect to all aspects of major service contracts.
- Prepares requisitions/raises Goods Receipts and service entry sheets or other required actions in UMOJA.
- Maintains physical and digital inventory controls using both SAP and Windows 365 environments,
- Provides updates of requisition status on a regular basis.
- Reviews cost estimates for input into budget formulation at the beginning of each fiscal year and during the budget execution.
- Monitors budget estimates and reports on funding allocations assigned to each cost center and storage location.
- Provides data analysis in Business Intelligence platforms (BI Reports) to monitor purchase orders, delivery and invoice actions. This includes coordinating on delivery schedules, follow-up and receipt of Receiving and Inspection (GR) Reports, verification of invoices against delivery notes, recording contract status at all stages of processes.
- Provides procurement, logistical and administrative support to a team of Life Support Unit in the acquisition and management of a wide variety of goods and services.
- Monitors and reports on implementation of logistics plans, including movement and delivery of assets, completion of project functions and status of contract amendments as required.
- Establishes and maintains relevant reference library.
- Coordinates on consumables and spare parts consumption rates and usage patterns.

#### **Other requirements**

- The work requires physical activity although sitting much of the day, five days a week. Working during weekends is required from time to time.

- The work also involves field visits to UNVMC offices, walking or self-driving to other offices within the immediate mission area as well as traveling to the field offices away from the mission headquarters in Bogota.
- Works under general supervision and is expected to carry out the assignments with substantial independence.
- Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent.

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#### **Core Values:**

**PROFESSIONALISM:** Knowledge of UN policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. 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.

**INTEGRITY:** Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.

**RESPECT FOR DIVERSITY:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

#### **Competencies:**

**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.

**PLANNING AND ORGANIZING:** Develop clear budgetary and logistics goals that are consistent with agreed strategies, identify priority activities and adjust as required, allocate appropriate time and resources for completing work, foresee risk and allow for contingencies, Monitor and adjust plans as necessary, Use time efficiently

**ACCOUNTABILITY:** Take ownership of property management responsibilities and honor commitments. Deliver outputs within prescribed time, cost, and quality. Operate in compliance with rules. Support subordinates (if any) provide oversight and take responsibility for delegated assignments. Take responsibility for logistical shortcomings

#### **Qualifications:**

**EDUCATION:** High school diploma is required. Additional training in Information Technology Systems and Inventory control systems is desirable. Hold a Certification from a recognized and accredited educational institution in Logistics or Supply Chain is desirable, as well any other certification of ERP reporting system such as Business Intelligence.

Must have passed the UN standard entry examinations, as required for the post.

**WORK EXPERIENCE:** At least five (5) years of experience in the Inventory Control, Warehousing or Supply chain area is required. Knowledge and experience in data processing and Business Intelligence (BI Reports) would be an asset.

**LANGUAGES:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English and Spanish (both oral and written) is required.

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in all areas therefore, female applicants are highly encouraged to apply.

**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.

**IMPORTANT:** Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.