

**United Nations Mission in Liberia
(UNMIL)**

Advertisement – Temporarily Vacancy Announcement- INDIVIDUAL CONTRACTORS - Internal/External

Vacancy#: UNMIL-DMS-SCM-IW-2286	Deadline: 15/01/2018
Post Title: Inventory and Supply Assistant (3 Positions)	Level: GS-4
Organizational Unit: Supply Chain/IWH – Individual Contractors	Location: Monrovia
Initial Appointment: Initial 3 MONTHS subject to funding of the post and satisfactory performance.	Umoja Post#:
	Indicative Minimum Annual Gross Salary: USD

UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.

Description of Main Duties:

The position is located in the United Nations Mission in Liberia. The incumbent works under the supervision of the Chief Integrated Warehouse Unit:

Responsibilities ARE:

Functions and Responsibilities:

- As a Team Leader of the Warehouse Unit, to be directly responsible for electronic issuance of GITTS/TPT/SUP/ENG assets to clients according to the approved quantities, returns assets from end users to unit stock;
- Organize and maintain the accuracy of GITTS/TPT/SUP/ENG data base, ensuring exact quantity and location are matching with Galileo data;
- Use Galileo in processing return vouchers, issue vouchers and handover vouchers for equipment and assets;
- Process expert reports in Galileo and Business Objects reporting system in proper accountability of UNOE in use and unit stock;
- Possess excellent communication skills with the use of e-mails, phone calls and direct verbal communication means when serving customers;
- Expertise in electronic issuance of GITTS/TPT/SUP/ENG assets to clients according to the approved quantities, returns assets from end users to unit stock.
- The staff member has to receive, sorts out, pack and shelve GITTS assets categorized in different groups in coordination with Integrated Asset Management Unit IAMU;
- The staff member, should be thorough with GITTS/TPT/SUP/ENG expendables and assets, returns all assets and expendables from users and sort them out according to their current condition;

- The staff member should be proficient with the use Galileo Inventory management System in processing return vouchers, issue vouchers and handover vouchers for equipment and assets;
- He should be well experienced in preparing handover of faulty/used/obsolete GITTS/TPT/SUP/ENG equipment and items for disposal and handover to PDU;
- He should possess adequate experience to conduct the GITTS/TPT/SUP/ENG physical verifications and inventory update take due to his long experience in identification and location of equipment and assets;
- The staff member is a hardworking, obedient, responsible and careful in performing his duties and responsibilities;
- During this period of the mission liquidation he/she render services as a Team Leader at the IWH, with the target to accomplish the objectives of the liquidation within the given deadlines on actual versus planned basis.
- Should possess with adequate expertise in picking and packing of GITTS/TPT/SUP/ENG Assets at the IWH to accomplish assigned duties of this important function of the IWH coping with the high work load attaining the deadlines...
- To carry-out receiving the return assets from clients,
- Verify the issue vouchers with the Inventory database, and delete the issue record by creating unit stock record in Galileo Inventory.
- Prepare and issue asset return vouchers updating the inventory records according to the assets returned to the Customer Services Unit of the IWH,
- Hand-over of the returned assets to the Store Keeper for safe storage as Unit Stock items at the IWH.
- Liaise with the asset holder sections to update their inventory records and reconciliations.
- Performs other duties as and when required by storekeepers/Warehouse Manager/Chief Integrated Warehouse.

Work implies frequent interaction with the following: staff in the immediate work unit, Section and customers across the mission area.

Results Expected: Provision of reliable and timely assistance to storekeeper/line manager. Assistance with efficient management of the Warehouse. Timely delivery and pick up of cargo. Care of inventory and storage facilities. Appropriate application of relevant, guidelines and procedures of warehousing operations. Strictly adherence to traffic, safety rules and regulations. Strictly adherence to prescribed procedures regarding security and safety of premises.

Competencies:

- **Professionalism** - Demonstrates effectiveness in executing entrusted tasks. Demonstrates financial awareness and responsibility. Familiarity with warehouse and distribution logistics procedures, supply maintenance, and inventory control guidelines. Demonstrates good judgment in the context of given assignments.
- **Technological awareness** - Ability to keep abreast with the latest updates of handling of materials, equipment and machines.

- **Teamwork** – Good interpersonal skills. Ability to maintain effective working relations in a multi-cultural and multi-ethnic environment. Sensitivity and respect for diversity and gender.

Qualifications and Experience:

- **Education:** Secondary school/High school diploma or equivalent.
- **Experience:** A minimum of 3 years of relevant supply experience: warehousing, distribution centers, logistics, procurement and inventory control. UN experience is desirable.

Languages: Fluency in oral and written English is essential. Knowledge of another UN Official Language is an advantage.

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

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Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza, Tubman Boulevard, Monrovia