

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

**Advertisement – Temporarily Vacancy Announcement-
Internal/External**

Vacancy#: IC/UNMIL/DMS/PMS/001	Deadline: 09.11.2017
Post Title: Asset Management Assistant (Three Positions)	Level: IC
Organizational Unit: PMS/IAMU	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 Asset Manager and/or Officer in Charge of Integrated Asset Management Unit (IAMU) in Property Management Section (PMS).

Responsibilities:

Under the guidance and direct supervision of the Asset Manager, the Individual Contractor will be responsible for the following tasks within the Integrated Asset Management Unit.

- Assist in the general tracking of Assets in the mission.
- Assist in receiving and issuing of assets
- Assist in the write-Off process of assets
- Assist in carrying out inventory of assets
- Work with the warehouse in identifying the recommended assets for write-off
- Packing of assets for shipment according to the various groupings in PADP
- Carry out general physical movement, packing, loading and offloading of assets for various operations.
- Perform any other duties as and when required.

Competencies

•**PROFESSIONALISM:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Technical knowledge in identifying assets under Engineering, Supply, GITTS and Transport. Ability to maintain accurate records and been able to efficiently compile inventory sheets. Demonstrates professional competence in expediting your functions. 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 aspect of work.

•**PLANNING AND 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 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.

Education

High school diploma or equivalent.

Work Experience

Experience in asset management, property management, Umoja and administrative services or related area is desired. Experience with Galileo, Umoja or other enterprise resource planning system is required.

National Driving license is a requirement.

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 is an advantage.

Preference will be given to equally qualified women candidates.

**Completed detailed applications documentation as specified above referring to
Vacancy# UNMIL-DDMS-PMS/PDU-16- should be forwarded to the attention of:**

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