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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	<b>Associate Logistics Officer, NO-B</b>
Department/Office:	<b>UN MISSION IN COLOMBIA/MISSION SUPPORT</b>
Location:	<b>COLOMBIA, Bogota</b>
Posting Period:	<b>2 weeks (from 11 to 25 October 2016)</b>
Job Opening Number:	<b>MC-NJO-2016-049</b>

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#### UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: [MCrecruitment@un.org](mailto:MCrecruitment@un.org).

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Recruitment of this position is subject to funding and Mission Mandate approval.

#### Organizational Setting and Reporting:

This position is located in the Office of United Nations Mission in Colombia and is based in Bogota. The Associate Logistics Officer will report to the Chief Logistics Officer

#### Responsibilities

Within delegated authority, the Associate Logistics Officer may be responsible for the following duties:

- Provides logistics support to ongoing air, land, sea, or rail operations in the area.
- Identifies, mobilizes resources, implements and reports on special logistics operations.

- Drafts and coordinates logistics reports, plans and other documents supporting the implementation of logistics operations, as directed by Head of Unit or Section Chief.
- Drafts and coordinates inputs to logistics reports, presentations, briefing notes, and other information documents required by the management.
- Liaises and coordinates logistics support with other units within the Mission Support Division, such as transportation, communications, movement control and procurement.
- Liaises and coordinates logistics support with other mission components, such as military, police, security and substantive offices.
- Ensures that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Performs other related duties as required.

**Competencies:**

**Professionalism:** Strong communication and analytical skills and ability to rapidly process and integrate diverse information from various sources; proven ability in news gathering, writing and editing to very tight deadlines; thorough knowledge of peacekeeping issues and keen awareness of political sensitivities of inter-governmental processes, understanding of, and experience in, dealing with the media; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

**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:** 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.

**Education:**

Advanced university degree (Master's degree or equivalent) in Business Administration, public administration, Engineering, law or other relevant field of study. A first level university degree with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

**Experience:**

At least two years of progressively responsible experience in land or air transport, logistics operations in military, commercial or international organizations, supply chain management or related area. Experience in international peacekeeping as a logistician or military logistics is desirable

**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 be 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.