
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	LOGISTICS ASSISTANT, GS-5
Department/Office:	UN MISSION IN COLOMBIA/LOGISTICS SECTION
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (11 to 25 October 2016)
Job Opening Number:	MC-NJO-2016-050

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

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.

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:

These positions are located in the Logistics Section of the United Nations Mission in Colombia based in Bogota. The Logistics Assistants will report respectively to the Chief Logistics Officer and/or the Logistics Officer.

Responsibilities

Within the limits of delegated authority, the Logistics Assistants will be responsible for performing the following duties:

Logistics

- Supports more senior staff with respect to all aspects of major service contracts.
- Prepares requisitions/raises service entry sheets or other required actions in UMOJA.
- Provides updates of requisition status on a regular basis.
- Reviews cost estimates for input into budget formulation.
- Monitors budget estimates and reports on funding allocations.
- Maintains, updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and invoice actions. This includes coordinating on delivery

schedules, follow-up and receipt of Receiving and Inspection (R&I) Reports, verification of invoices against R&I reports, recording contract status at all stages of processes.

- Assists with the preparation of presentations on Contracts for LCC related procurement action.
- Prepares routine office correspondence.

Supply/Transport/Movements

- 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.
- Manages and maintains records of the procurement thresholds set for each contract.
- Maintains supporting files, database and monitors reports.
- Establishes and maintains relevant reference library.
- Initiates requisitions when required, records deliveries, progressive funding and expenditures, liaises with different departments on receipts and associated actions.
- Coordinates on consumables and spare parts consumption rates and usage patterns.
- Controls and manages supply related items requisitioning and delivery.
- Records contract actions and monitors activity.

General

- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- Performs other duties as required.

Competencies:

Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, Logistics, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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.

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:

A high school diploma or equivalent is required. Technical training in Finance, Budget or Administration is highly desirable.

Experience:

At least five (05) years of progressively responsible experience of practical field logistics operations or related area. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at a UN field mission or UN Agencies in this capacity 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.