
UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	Requisitions Assistant, GS-5 <u>(This job opening is subject to the availability of vacancy in March 2022)</u>
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Acquisition Management Unit
Location:	Bogota, COLOMBIA
Posting Period:	21 February – 22 March 2022
Job Opening Number:	UNVMC-NJO-2022-012 Fixed-Term for one year with the possibility of extension.

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

IMPORTANT NOTE:

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 must send your application to the following e-mail address: mcrecruitment@un.org

Please be advised that only applications using the UN P-11 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.

Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.

If you are an internal candidate with a Fixed Term, Continuing or Permanent 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.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.

#United_for_Gender_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.:<https://www.youtube.com/playlist?list=PL-8SCkVjg-e3073SwTDG1VQf1oLTWfUQ4>

ORGANIZATIONAL SETTING:

This position is located in the Acquisition Management Unit of the Supply Chain Management Section in the Mission Support Division of the United Nations Verification Mission in Colombia (UNVMC). The incumbent will report to the Chief Acquisition Management Unit.

RESPONSIBILITIES:

Within delegated authority, the Requisitions Assistant will be responsible for the following duties:

- Prepares requisitions for diverse services and commodities (e.g. information technology and communication equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, furniture and fixtures, stationery and office supplies etc.) in a timely manner in accordance with the mission's acquisition plan and monitors status of requisitioning and procurement processes of assigned categories;
- Prioritizes requisition preparation as per guidance of Requisitions Officer, taking into account changing priorities and emergencies, resulting into an optimal delivery schedule to meet mission's requirements;
- Liaises with counterparts in acquisition planning unit or UNGSC on items availability prior to raising requisitions to acquire new items and raises internal (transfer) orders for items to be supplied from existing inventory of Strategic Deployment Stock (SDS) or surplus stock in other missions.
- Maintains relevant databases and files to keep track of any contractual agreements, and updates the various stakeholders regarding the assigned categories;
- Selects correct items from the Material Master when raising shopping carts to buy items from catalogues related to global or regional systems contracts;
- Prepares requisitions for service contracts requirements and maintenance plans in accordance with the contract terms;
- Verifies that all requisitions for goods have accompanying requisitions for freight forwarding, as appropriate, and includes guidelines for suppliers for detailed packing instructions and delivery plan by destination;
- Applies adequate lead times from requisitioning so that realistic foreseen delivery dates are duly inserted in the requisitions; also ensures that all requisitions are in compliance with contract terms and agreed delivery schedules;
- Works in close collaboration with internal stakeholders, such as the technical units within Service Delivery and Supply Chain Services/Sections, and assists in the preparation of shopping cart requests for various services and commodities not available from existing stock or systems contracts, ensuring completeness of the requirements;

- Liaises with Procurement Section regarding the procurement process for raised requisitions, contributes to the development of the Source Selection Plan and maintains relevant internal databases and overviews to keep track of outstanding requisitions and keeps the various stakeholders informed of their status;
- Alerts Requisitions Officer and acquisition planning unit of any recurring or duplicated requirements to optimize the requisitioning and supply chain management process;
- Implements mission policies and procedures, including Standard Operating Procedures (SOPs), guidelines and instructions, governing the requisitioning and procurement process;
- Implements internal control systems including maintenance of accurate and complete accounting, reporting and all electronic/hard copy records for quality control purposes and ensure proper audit trail;
- Performs other duties as requested by the Requisitions Officer.

CORE VALUES:

Professionalism: Demonstrated knowledge of and exposure to a substantive field of work in the areas of supply chain management, requisitioning, warehousing, inventory management, distribution and procurement. 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 behaviours. 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 behaviour.

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 behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

COMPETENCIES:

Planning & 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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate

solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

EDUCATION:

High School or equivalent diploma is required. Technical or vocational certificate in at least one of the following areas is required: logistics, supply chain management, business administration and procurement or related areas.

EXPERIENCE:

A minimum of five (5) years of progressively responsible experience in supply chain, inventory management, logistics, procurement, administration, or related area is required.

Experience providing logistics and supply chain support services in a volatile, conflict or post-conflict environment is desirable.

Experience working with Enterprise Resource Planning (ERP) systems or similar in the areas of scheduling, inventory control, procurement and/or logistics processes is desirable.

Knowledge of MS Power BI and data analyses is desirable.

LANGUAGES:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

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 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 GGST test online.

The following candidates do not need to take or retake the GGST:

(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.

(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.

If you fall within one of the foregoing categories, please indicate it in your application.