

VACANCY ANNOUNCEMENT

The African Union - United Nations Hybrid Operation in Darfur (UNAMID) is seeking qualified candidate(s) for the following position:

VA No.: UNAMID-KRT-12-004	VA Date: 06/05/2012	Application Deadline: 20/05/2012
Post Title: Receiving & Inspection Assistant	Grade: GL-4	Duty Stations: Port Sudan

*Before the submission of your application, please refer to the **Qualifications, Experiences and Competencies** sections below, and ensure that you have met the minimum requirements as mentioned.*

Duties and responsibilities:

Under the supervision of the Section Chief or his/her designate, the incumbent will be responsible for, but not limited to, the following functions:

- Receive deliveries from MOVCON and Local Vendors and ensure all delivery documents are in place.
- Bar-coding of Assets as per UN guidelines.
- Proper inspection of Goods (together with SAUs for Technical items), and recording of the same in the R&I Physical Verification Voucher and ensuring that the SAUs sign off the PVVs thus indicating physical transfer of ownership/responsibility.
- Prepare report in Mercury, enter information on Goods received in the R&I Module in Galileo and ensure SAUs sign on the hard copies of both reports.
- Prepare Discrepancy Reports when necessary.
- Maintain a proper filing system of all Mercury, Galileo and Discrepancy Reports.
- Perform other duties as directed by the Supervisor.

Qualifications and Experience:

- **Academic Backgrounds:** Completion of High School education, supplemented by technical/vocational training in the Asset management fields.
- **Relevant working experience:** At least 4 years of progressively responsible experience, in the field of administrative or property management, logistics, procurement, warehousing, inventory control and/or other related fields. Experience in United Nations system will be an advantage.
- **Language:** Fluency in spoken and written English and Arabic with excellent communication and drafting skills.
- **Other skills:** (a) Knowledge of Lotus Notes, MS Word, Excel, Access and other computer applications is must. (b) Knowledge of UN rules and regulations related to Receiving and Inspection policies and directives is desirable. (c) Knowledge of advanced computer applications such as Mercury and Galileo is also desirable. (d) Driving License is **must obligatory, Category C and above a distinct advantage.**

Competencies:

- **Teamwork:** Sufficient interpersonal skills and ability to establish and maintain effective working relations with people in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Communication:** Proven communication (verbal and written) skills, including ability to prepare a range of reports and communications.
- **Planning and Organizing:** Ability to adhere to work assignments and meet designated deadlines.
- **Commitment to Continuous Learning:** Initiative and willingness to learn new skills.
- **Technology Awareness:** Solid computer skills; good knowledge of software used in data entry and database management (e.g. MS WORD, Excel and Access, etc).
- **Client orientations:** Ability to identify client's needs and appropriate solutions; ability to establish and maintain productive partnerships with clients.

• HOW TO APPLY

- Interested and qualified applicants should submit their applications together with The United Nations Personal History form ([P-11](#)) and/or CV and copies of previous employment certificate(s) by ONE of the following methods:
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 - **By e-mail:** All applicants are strongly encouraged to apply by e-mail: unamidva-krt@un.org
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 - **By Hand:** Deliver to: the UNAMID Regional Office in: Port-Sudan
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- Note: (a) All applicants **MUST** indicate the **VA No., Post Title and name of Duty Station** of which they are applying, on the subject line [by email] or in a sealed envelope [by Mail/by Hand]; (b) Do not submit original certificate(s).
 - **IMPORTANT: Please refer to the Qualifications and Experience and Competencies sections above and make sure that you are eligible to apply.**
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 - **WARNING TO APPLICANTS:**
 - **HE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS**
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 - In line with the UN policy on gender balance, female candidates are encouraged to apply