

AFRICAN UNION

الاتحاد الأفريقي



UNAMID



UNITED NATIONS

الأمم المتحدة



African Union – United Nations Mission in Darfur / United Nations Volunteers

VACCANCIES FOR UNITED NATIONS VOLUNTEER ASSIGNMENTS IN DARFUR

Sudan Citizens Only

The African Union - United Nations Mission in Darfur (UNAMID) seeks one qualified Sudan citizen to serve as National UN Volunteer (NUNV) Warehouse Assistant (2 positions)

Before submitting your application, check the Qualifications and Competencies sections below to confirm that you meet the minimum requirements as specified

National UN Volunteer Assignment Title:	Warehouse Assistant (UNAMID) -2 Posts
Contract Modality:	National UN Volunteer
Duty Station:	Darfur, Sudan (Subject to Change)
Application Deadline:	01 November 2016

UN Volunteers sign a Letter of Commitment to serve others without concern for financial gain. UN Volunteers integrate the UNV programme mandate into their assignments to promote voluntary action through engagement with communities (urban & rural) during the course of their service.

Responsibilities

Under the supervision of Chief of Integrated Warehouse Section, the Warehouse Assistant will carry out the following duties:

- Responsible for the receipt, storage, maintenance, security and issue of stock for regional customers.
- Plan the supply needs for the entitled UN Sections/Units/individuals.
- Liaise with the Regional Military, Police and support civilian staff regarding supply operational requirements.
- Conduct periodic physical verification of stocked inventory controls.
- Maintain inventory accuracy for stock on hand through the assigned Warehouse clerks.
- Ensure database accuracy for the movement of stock in the warehouse. When discrepancies are noted, initiates investigation for correction of databases records as required.
- Responsible for ensuring that received stock is codified, stored quickly under the correct conditions to prevent damage or loss.
- Ensure all items received for storage are labelled, properly arranged in the storage shelves/bins and correctly entered into the databases.
- Receive and process requests for inventory and issue them to clients.
- Ensure that the correct inventory item requested is issued and transaction information updated in the Asset register or dBase;
- Perform simple data analysis to Identify optimum stocking requirements and recommend measures to prevent a stock-out situation for fast-moving items.
- Prepare and submit reports at prescribed intervals for activities in all warehouses to management.

- Willingness to accept short term assignments in Port Sudan and all Darfur Regions.
- Develop and implement capacity development and knowledge sharing program with appropriate national colleagues.
- Perform other relevant duties as assigned by supervisor.

Qualifications

- Sudan National / Citizen of Sudan
- High school diploma or equivalent. Technical training in inventory, logistic and warehouse management and related occupations is highly desirable.
- A minimum of three (3) years' experience relevant to the field of warehousing, inventory control, logistics or other related fields.
- Demonstrated ability to work effectively in a team of international and national staff.
- Demonstrated ability to use computer applications such as Microsoft Office suites – Word, Power-Point and Excel Spreadsheets. Knowledge of other UN supported software is desirable but not required.
- Arabic language skills at native level is required. Fluency in spoken and written English is required.
- Have a valid driver's license and demonstrated ability to drive manual gear 4x4 vehicles. Qualification to operate medium to heavy forklifts and/or trucks would be an advantage
- Have affinity with or interest in volunteerism and the UN System.
- Sound security awareness.

Competencies:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations;
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment;
- Planning and organizing: effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities;
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; ability to maintain composure and remain helpful towards the staff, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups;

- Flexibility, adaptability, and ability and willingness to operate independently in austere, remote and potentially hazardous environments for protracted periods, involving physical hardship and little comfort, and including possible extensive travel within the area of operations; willingness to transfer to other duty stations within area of operations as may be necessary;
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards the UN core values.

National United Nations Volunteers Conditions of Service

National UN volunteers do not receive a salary for their services. Instead they are provided with a volunteer living allowance (VLA) that is intended to cover basic living expenses. In Sudan, the VLA is equivalent to approximately US\$ 942 per month. This modest allowance enables the volunteer to live in basic, adequate and safe conditions thereby reflecting the volunteer spirit of the assignment.

The UNV contract will be issued initially to 30 June 2017 with possibility of 12-month extensions depending on mission requirement and performance of the volunteer. National UN volunteers are covered by health, life, and disability insurance. Other entitlements are provided per the National UN Volunteer Conditions of Service.

HOW TO APPLY

Interested applicants should submit the following documents:

- 1) Cover letter explaining how their qualifications and experience match the requirements of this position and their motivation to serve as a volunteer. Please mention the post title: Warehouse Assistant
- 2) Curriculum Vitae
- 3) A copy of own Birth Certificate, National passport, University degree or diploma, copies of previous employment certificate(s) and three references from previous employers by ONE of the following methods: (All Applicant MUST indicate the **Post Title and Duty Station** of which they are applying, on the subject line (by email) or on the Envelope (by Mail/by Hand).

By e-mail: Applicants are strongly encouraged to apply via e-mail:

unamid-unv-nationalunvpost@un.org (National UNV Warehouse Assistant)

By Hand: Deliver to: Deliver to: the UNAMID Regional Office in: El Fasher, Super Camp Room B-20.

IMPORTANT: Please refer to the Qualifications, Experience and Competencies sections above to make sure that you are eligible to apply.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY

NOTICE TO APPLICANTS: THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW, PROCESSING, TRAINING OR ANY OTHER ACTION). THE UNITED NATIONS DOES NOT REQUEST BANK ACCOUNT INFORMATION DURING THE APPLICATION PROCES