
JOB POSTING DETAILS

Posting Title:	Property Management Assistant, G-5
Job Code Title:	Property Management Assistant
Opening Number:	UNMHA-2019-NJO-012
Department/Office:	United Nations Mission to Support the Hudaydah Agreement (UNMHA)
Location:	Hudaydah, Yemen
Type of Contract:	Temporary
Duration of Contract:	Six (6) Months
Posting period:	27 May – 5 June 2019

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

This position is being advertised for advance planning purposes pending formal approval of the relevant funding and staffing structures for a duration of 6 months. An appointment may be terminated, or post level adjusted in accordance with the Staff Rules for such reasons as abolition of post or reduction of staff or committee funding approvals, for example in the event that the funding for the post is not approved or the mandate of the mission is not extended.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

The position is located in the Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Hudaydah, Yemen and will report to the Chief Logistic Officer.

Responsibilities:

Within the limits of delegated authority, the Property Management Assistant will be responsible for performing the following duties:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition and their appropriate utilization.
- Interacts with other property management stakeholders and providers of services, in particular Self-Accounting Units, Procurement Section, Joint Logistics Operations Center, and Local Property Survey Boards, as appropriate;
- Prepares and submits PCIU and R&I reports, discrepancy reports, and disposal reports for the unit chief's approval;
- Prepares and submits discrepancies reports to respective stakeholders and recommends corrective measures as appropriate. Monitors rectification of identified discrepancies
- Identifies anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to R&I supervisor and Procurement for immediate action;
- Reviews Goods' Receipts reports in Umoja and R&I Reports in in electronic inventory management system;
- Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;
- Updates all physical verification records and data entry in electronic inventory management system;
- Assist stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs;
- Produces Business Intelligence Object reports on monthly basis and when requested by supervisor;

- Assist in drafting correspondence and documents pertaining to property management, including interoffice memorandums, instructions, presentations etc.;
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Assist SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Assists in carrying out Board of Survey functions as and when required;
- Prepare statistical analysis and trend analysis on United Nations property;
- Performs other duties, as required.

Core Competencies:

Professionalism: 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; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Accountability: Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

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:

A High School Diploma or equivalent is required.

Work Experience:

A minimum of five years of relevant working experience in administration, asset management, supply, warehousing and inventory control or related area is required. Knowledge of IPSAS requirements in relation to property and equipment is desirable. Experience in organizing and summarizing data for a variety of reports is desirable. Experience in maintaining and operating management control systems for assets and materials is desirable. Experience in Microsoft Excel and transactional Umoja/SAP experience is desirable.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment:

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

United Nations Considerations:

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.

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.