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## JOB POSTING DETAILS

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Posting Title:	Supply Assistant, G-5
Opening Number:	UNMHA-2023- TJO-003
Job Code Title:	Supply Assistant, GL-3
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Amman - Jordan
Type of Contract:	Temporary Appointment
Duration of Contract:	Six Months
Posting period:	16- 23 February 2023

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

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### 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 one year. 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 budget 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 Amman, Jordan and will report to the Asset Manager.

### Responsibilities:

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

1. Receives authorized on-line requests for Equipment, supplies approved by Chiefs of Section and Heads of Units; verifies requests in accordance with sections'/units'

requirements. Ensures that supplies are issued to requesting offices/sections as per approved requests without delay.

2. Monitors stock of supplies in the stores; conducts regular stock taking of material items in the supply stores; informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner; Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
3. Assists in raising requisitions for services and items required by the technical Units, coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis.
4. Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Units. Processes internal R&I reports for goods in the Unit stores and forwards to R&I Unit for processing records of the goods in the system and issue to end users according to established procedures. Updates and monitors stock cards for acquired products.
5. Participates in the acquisition and the drafting of preliminary reports for requirements; participates in the preparation of technical evaluation committees and presentations to Local Committee on Contracts.
6. Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Technical Unit stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.
7. Prepares write-off requests for property which is lost, obsolete or damaged. Receives technical evaluation reports from Technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.
8. Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.
9. Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
10. Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
11. Performs other duties as required.

### **Core Competencies:**

**Professionalism:** Practical knowledge of supply management, inventory management or logistics support with good understanding of field support operations, program/contract execution and administration; good understanding of internal procurement policies, practices and procedures; proven analytical skills, including ability to research and analyze data and develop recommendations and plans; proven ability to develop, maintain and supervise management control systems for assets, materials, services and claims; 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.

**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 the 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 and 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.

**Work Experience:**

A minimum of five (5) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area is required.

**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 an informal 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