

# United Nations International Residual Mechanism for Criminal Tribunals

Property Management Assistant, G-5

DEADLINE FOR APPLICATIONS	:	10 February 2019
DATE OF ISSUANCE	:	11 January 2019
OFFICE	:	Registry, General Services Section
LOCATION	:	Arusha
VACANCY ANNOUNCEMENT	:	2019/IRMCT/GSS/38-GS

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

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## Organizational setting and Reporting:

This position is located in the General Services Section/Administration Services, Registry, Arusha Branch, under the supervision of the Property Management Assistant, and overall guidance of the General Services Officer.

## Responsibilities:

- Check the lists of equipment/items received, assist in processing incoming shipments in Umoja, check deliveries and assign barcodes for new equipment.
- Based on established criteria and in coordination with the Unit Supervisor, determine appropriate disposal action for equipment, trade-in, donation or retirement and assist with the physical disposal activities of written off property by collaborating in the sale of non-expendable property declared surplus or unserviceable and in the destruction of property.
- Maintain records of all UN non-expendable property approved by the Property Survey Board for sales, trade-ins, donations, destructions and write-offs.
- Participate in the physical inventory verifications of equipment, attractive items and review corresponding reports of IRMCT Arusha Branch. Ensure sensitive physical inventory verifications are conducted.
- Assist in preparation of reconciliation reports, statistics and quarterly reports and tasks related spreadsheets for insurance purposes.
- Assist Supervisor in ensuring that the Equipment Management System is properly maintained and functioning reliably. Monitor accuracy of data and set up queries on demand.
- Assist Supervisor in training staff members and explaining work procedures, practices or requirements.
- Act as back up Supervisor and focal point on matters relating to property management.
- Receive authorized on-line requisitions for stock issuance, verify the requisitions and ensure that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Assist in checking and signing off Clearance Certificates of departing staff.
- Perform other work related duties as assigned.

## Competencies:

- **Professionalism** – Has knowledge of relevant United Nations rules and regulations, of Property Management administrative procedures, policies and directives, in particular, inventory and control guidelines. Has ability to organize and summarize data and information required for a variety of reports, etc. Is able to develop, maintain and operate 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.
  - **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 organisational 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.
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## QUALIFICATIONS

**Education:** High school diploma or equivalent.

**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, ability to organize and summarize data and information required for a variety of reports, ability to maintain and operate management control systems for assets and materials, a good command of Microsoft Excel and transactional Umoja/SAP experience may be advantages.

**Language:** English and French are the working languages of the IRMCT. For the post advertised, fluency in oral and written English is required.

**Assessment Method:**  
There may be a technical test followed by a competency-based interview.

**Special Notice:**  
The appointment is limited to the Mechanism. Appointment of the successful candidate on this position will be limited to the initial funding of the post. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General.

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## HOW TO APPLY:

### **NOTE FOR INTERNAL CANDIDATES:**

- 1) Staff at the G-4 and G-5 levels are eligible to apply; the requirement for one year post occupancy is applicable.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira accounts (in PDF format) or the Mechanism website. Please submit all documents including the PHP, a Cover Letter, and the last two e-PAS's ELECTRONICALLY AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line.
- 3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for training.

### **NOTE FOR EXTERNAL CANDIDATES:**

- 1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) and forward electronically AS ONE DOCUMENT to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line. Applicants may have to sit the United Nations Global General Services Test (GGST) in the duty station as per OHRM instructions. Evidence of passing the ASAT/GGST is encouraged in order to assess the need for testing.
- 2) The appointment of the successful candidate will be on a local basis.

### **NOTE FOR PREVIOUSLY ROSTERED CANDIDATES**

Roster candidates must express their interest and availability for published job openings by submitting an updated PHP and cover letter.