

# United Nations International Residual Mechanism for Criminal Tribunals

## Call for Interest

### Individual Contractor – Property Management Assistant

DEADLINE FOR APPLICATIONS : 16 May 2019  
DATE OF ISSUANCE : 03 May 2019  
OFFICE : General Services Section  
LOCATION : Arusha  
JOB OPENING NUMBER : 2019/IRMCT/REG/GSS/008-IC

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#### **Organizational setting and Reporting:**

The Individual Contractor will be working in the General Services Section, Registry of the International Residual Mechanism for Criminal Tribunals (IRMCT), Arusha Branch. The incumbent will work under the general supervision of the FS-4 Property Management Assistant and the P-4 Administrative Officer.

Only candidates under consideration will be contacted for an interview. The selected candidate will be offered a contract as an Individual Contractor.

#### **Terms of Reference for Consultant:**

##### **A) Objectives and Targets**

- 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.

##### **B) Tangible outputs of the work assignment**

- Bar-coding and updating of found assets during the physical verification exercises during the execution phase of the exercise.
  - All assets received by R&I have their respective details correctly entered into the Inventory Management System, R&I reports signed by end users and filing of the same done.
  - All items in the centralized store should be accounted for in a verifiable manner using a local database and issuance of these items should be done within 1 day of receiving requests from clients.
  - All equipment to be disposed should have all UN markings removed prior to the physical disposal.
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- Timely updating of asset handover vouchers details in the inventory management system with user names/locations.
- Ensure that asset verification on gate pass requested is done 2 hours upon receipt requests.
- Asset lists sent to staff members checking out/separating from the organization within 2 days upon receipt of clearance request from the human resources department.

## C) Delivery

Work will be delivered on a daily basis during the period of the contract.

## D) Performance indicators

- Successful completion of the execution phase of the physical verification exercise by ensuring pertinent data related to equipment is well documented – This will be monitored by data collected through scanners used for this exercise.
- All Goods receipt reports are signed by end-users within 2 days of actual receipt and a that finance receive email notification of Goods Receipt Completion no later than 1 day after final signature obtained from end user.
- Re-order stock levels for store items are well maintained by having usage data that can be used as a guide in the acquisition planning.

E) Fee for Service – Depending upon experience the range of fee will be 149,000 TZS – 180,400 TZS per day.

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## Qualifications/ Special skills:

Education: High School diploma

Experience: Minimum of five (5) years of responsible 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 an added advantage.

Language: English and French are the working languages of the IRMCT. For this position, fluency in English is required.

## How to Apply

Qualified candidates who are able to work on short notice in Arusha, Tanzania are invited to submit their UN Personal History Form (PHP) obtainable from the Mechanism website ([www.unmict.org](http://www.unmict.org)) to [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box quoting the Reference No. 2019/IRMCT/REG/GSS/008-IC in the subject line.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE  
APPLICATIONS RECEIVED AFTER THE DEADLINE OR THOSE WHICH ARE INCOMPLETE WILL NOT  
BE CONSIDERED.**

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