

United Nations International Residual Mechanism for Criminal Tribunals

Property Management Assistant FS-4

DEADLINE FOR APPLICATIONS	:	24 December 2019
DATE OF ISSUANCE	:	25 November 2019
OFFICE	:	Registry, Administrative Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	19-PAM-RMT-12176-R-ARUSHA (R)

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

Organizational setting and Reporting:

This position is located in the Administrative Section, Registry, of the IRMCT Arusha Branch. Under the supervision of the General Services Officer and the guidance of the Administrative Officer, the incumbent will provide property management support to the operations of the Arusha Branch, including the Kigali office.

Responsibilities:

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

- Assist with planning of property management operations
- Utilizes and enhances, as required, the established business intelligence and management tools to monitor and evaluates the overall processes of the IRMCT Arusha branch's property management function; Prepares accurate and auditable statistical reports and correspondence for IRMCT management; Monitors progress through statistical analysis of database records and prepares monthly progress and/or status reports for the IRMCT Arusha branch; Assists with the preparation and verification of periodic IPSAS financial reports on PP&E and inventory (year-end reports, monthly reports) and ensures timely submission thereof;
- Maintains accurate and auditable records, in both hard copy and electronic format, for accountability of UN property in conformance with relevant Administrative Instructions, guidelines and standard operating procedures; Assists with the maintenance of the fixed assets register by recording information related to fixed assets, ensures accurate tracking of existing fixed assets and PPE; implements, monitors and reports on the periodic physical verification process, ensuring anomalies are identified in Discrepancy or Impairment Reports and addressed immediately;
- Liaises with the Self Accounting Units (SAUs) and the IRMCT Procurement and General Services Sections on matters related to inventory control, receiving and inspection as well as write-off and disposal activities of UN Property; Manages and trains the network of SAU's property management focal points;
- Assists with proper disposal of written-off property, hazardous waste, and of commodities representing a risk to the environment, in order to avoid any pollution or contamination;
- Processes all incoming goods and materiel through Umoja, prepares receiving and inspection reports in Umoja as well as other inventory management systems, and ensures items are appropriately barcoded;
- Manages the IRMCT stores and assists the General Services Officer in the management of the warehouse;
- Assists the General Services Officer and Administrative Officer in compilation and drafting of Standard Operation Procedures (SOPs) and flow charts relating to all aspects of Property Management activities;
- Identifies issues and implements solutions to problematic areas related to property management;
- Serves as a Secretary to the Local Property Survey Board, assists SAUs in the preparation of cases thereto, and advises members as appropriate;
- Provides first reporting officer supervisory functions to GS-level Property Management Assistant(s);
- Performs other duties as required.

Core Competencies:

- **Professionalism:** Good knowledge of property control program goals and objectives; thorough knowledge of inspections and verifications of property; good knowledge of IPSAS and UN property management rules, regulations and procedures; ability to work independently in managing difficult, and time sensitive situations as well as conflicting priorities; proven analytical and evaluative skills. 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.
 - **Planning and Organising –** Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments, 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.
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- **Technological Awareness** – Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate tasks. Shows willingness to learn new technology.

QUALIFICATIONS

Education:

High school diploma or equivalent. Additional training in IPSAS, transactional SAP modules, property/asset management, and/or financial reporting is desirable.

Work Experience:

Minimum of six (6) years of experience in the field of property or asset management, inventory control, warehouse management or related field. Experience applying IPSAS to property management functions, and transactional experience with SAP or the UN enterprise resource planning system (Umoja) will be advantages. Experience with financial reporting, database administration, international operations, and working in relevant fields in Africa is desirable.

Languages:

English and French are the working languages of the Mechanism. For the post advertised, fluency in oral and written English is required. Working knowledge of French and/or Kiswahili may be an advantage.

Assessment Method:

There may be a technical test followed by a competency-based interview.

Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. 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. As the international tribunals are not integrated in the Secretariat, UN Staff Members serve on assignment or secondment from their parent department/office if selected. Appointments of staff members in the United Nations are subject to the authority of the Secretary-General. Staff Members are expected to move periodically to new functions in accordance with established rules and procedures, and may in this context be reassigned by the Secretary-General throughout the Organization based on the changing needs and mandates.

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.

No Fee:

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed, or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, [inspira](#). For more detailed guidance, applicants may refer to the At-a-Glance on "The Application Process" and the Instructional Manual for the Applicants, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of [inspira](#) account-holder homepage.

Applications are pre-screened by the system according to the published requirements of the job opening on the basis of the information provided in the application. In relation to the requirements of the job opening, applicants must provide complete and accurate information pertaining to their qualifications, including their education, work experience, and language skills. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at midnight (New York time) on the deadline date.

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HOW TO APPLY:

All applications must be submitted through the UN Inspira portal. The Mechanism is not able to accept applications for this vacancy via email.

Internal applicants may go to <https://inspira.un.org>

External applicants may go to <https://careers.un.org>
