United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (duration: until 31 December 2020)

Property Management Assistant, G-5

WORK ORGANIZATION UNIT: Registry/General Services Section

LOCATION: Arusha

DEADLINE FOR APPLICATIONS: 24 February 2020
DATE OF ISSUANCE: 17 February 2020
JOB OPENING NUMBER: 2020/TJO/IRMCT/REG/GSS/095-GS

Responsibilities:
- Check the shipping documents/lists of assets/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 assets, equipment, and 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 PPE records are properly maintained and functioning reliably. Monitor accuracy of data and set up queries on demand.
- Manage the store room, keep meticulous track of its contents and identify requirements for replenishment.
- Assist Supervisor in training staff members and explaining work procedures, practices or requirements; assists in the training and management of the property management focal points in the several self-accounting units.
- 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.

Core 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.
- 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.
- 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.

QUALIFICATIONS

Education: High school diploma or equivalent.
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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.

HOW TO APPLY:

NOTE FOR INTERNAL CANDIDATES:
1) Staff at the G-4 and G-5 level are eligible to apply.
2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspra accounts (in PDF format) or the IRMCT website. Please submit all documents including the PHP, a cover letter, and the last two e-PAS’s to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
3) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
4) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004.

NOTE FOR EXTERNAL CANDIDATES:
1) External applicants must complete the UN Personal History Profile (PHP) form obtainable from the IRMCT website (www.irmct.org) and forward electronically along with a cover letter to the recruitmentR@un.org in-box. Please indicate the job opening number in the subject line.
2) Once received, a list of candidates who meet the requirements of the post will be sent to the supervisor, who will prepare a written comparative analysis of the candidates and recommend a candidate for the position. Please note that only short listed candidate(s) will be informed of the outcome.
3) Applicants may have to sit the United Nations Global General Services Test (GGST) as per information circular ICTY/IC/2004/49 of 2 September 2004. Candidates who have passed the GGST or ASAT must provide evidence when submitting their application.
4) 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.

Special Notice: 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.

Extension of the appointment is subject to the extension of the mandate and/or the availability of funds. Appointment against this post is on a local basis.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE AT MIDNIGHT (THE HAGUE TIME) ON THE CLOSING DATE WILL NOT BE ACCEPTED. ONLY THE SELECTED CANDIDATE WILL BE NOTIFIED OF THE OUTCOME.