

Property Management Contractor

Job Opening

Job Opening ID: 286341

Job Network : -

Job Family : Property and Asset Management

Category and Level : Affiliate Personnel – Consultants/Individual Contractors, CON

Recruitment Type : Individual Contractor

Duty Station : ARUSHA

Department/Office : International Residual Mechanism for Criminal Tribunals

Date Posted : Oct 12, 2026

Deadline : Oct 20, 2026

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Result of Service

Support effective asset and warehouse management through accurate inventory control, property disposal, stock issuance, record-keeping, physical asset verification, and staff clearance processes, ensuring compliance with organizational policies and procedures.

Work Location

Arusha, Tanzania

Expected duration

Until 31st December 2026

Duties and Responsibilities

Organizational Setting and Reporting: This position is located in the General Services Section/Administration Services, Registry, Arusha Branch. Under the supervision and overall guidance of the Chief, General Services Section, the individual contractor will perform the following: Duties and Responsibilities: • Assist in conducting the receiving and inspection process of incoming shipments. • Assist in property disposal. • Maintain records of all UN property approved for sales, trade-ins, donations, destructions, and write-offs. • Participate in the physical inventory verifications (PV) of property, plants, and equipment. Ensure physical verification is conducted in accordance with the guidelines. • Assist in GSS warehouse management, receive authorized requisitions for stock issuance, verify the requisitions and ensure that supplies are issued to requesting offices/sections as per approved requisitions. Ensure documentation of goods issuance, handover, or goods receipts. • Assist in checking out and signing off Clearance Certificates of departing staff. • Perform other work-related duties as assigned.

Qualifications/special skills

Successful completion of a high school diploma or equivalent is required. A minimum of three (3) years of relevant working experience in administration, asset management, supply, warehousing and inventory control, real estate/facilities management, or related areas is required. Ability to organize and summarize data and information required for a variety of reports, ability to maintain and operate management control systems/Data Base for assets and materials is desirable. A good command of Microsoft Excel is desirable. Working experience with UN International Criminal Tribunals is desirable.

Languages

English and French are the working languages of the Mechanism. For the post advertised, fluency in English is required. Knowledge of Swahili is desirable.

Additional Information

This position is subject to local recruitment. Only applicants who are authorized to work in the duty station and are currently living in the duty station or within commuting distance can apply to this position.

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.