

# United Nations International Residual Mechanism for Criminal Tribunals

Temporary Job Opening (Duration until 31 December 2021)

Property Management Clerk, G-4

DEADLINE FOR APPLICATIONS	:	08 August 2021
DATE OF ISSUANCE	:	26 July 2021
OFFICE	:	Registry/ General Services Section
LOCATION	:	Arusha
JOB OPENING NUMBER	:	2021/TJO/IRMCT/REG/GSS/119-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.

**\*Appointment of the successful candidate to this position will be subject to budgetary approval.**

## Responsibilities:

- Conduct receiving and inspection process of incoming shipment and post results through Umoja goods receipt functionalities.
- Carry out data maintenance and enrichment of the property in Umoja.
- Ensure recognition and capitalization of property in accordance with IPSAS.
- 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 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 and PV results uploaded in Umoja in accordance with the guidelines.
- Produce PV discrepancies report, liaise with Self Accounting Units for reconciliation and update of records in Umoja relative functionalities.
- Assist in preparation of reconciliation reports, quarterly reports, IPSAS closing of accounts for property and provide data for insurance purposes.
- 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.
- Assist in GSS warehouse 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.
- Assist in checking out and signing off Clearance Certificates of departing staff.
- Perform other work-related duties as assigned.

## Core Competencies:

- **Professionalism:** 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.
  - **Teamwork –** Works collaboratively with colleagues to achieve organisational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
  - **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.
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Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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## QUALIFICATIONS

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

**Experience:** A minimum of three (3) 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 Mechanism. or the post advertised, fluency in oral and written English is required.

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## HOW TO APPLY:

### NOTE FOR INTERNAL CANDIDATES:

- 1) Staff at the G-3 and G-4 level are eligible to apply.
- 2) Interested staff members must complete the UN Personal History Profile (PHP) form obtainable via personal inspira 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](mailto: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](http://www.irmct.org)) and forward electronically along with a cover letter to the [recruitmentR@un.org](mailto:recruitmentR@un.org) in-box. Please indicate the job opening number in the subject line. Please note, CVs cannot be accepted.
- 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.

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