United Nations International Residual Mechanism for Criminal Tribunals

Call for Interest
Individual Contractor – Property Management Contractor

DEADLINE FOR APPLICATIONS : 13 March 2024
DATE OF ISSUANCE : 07 March 2024
OFFICE : General Service Section
LOCATION : Arusha
JOB OPENING NUMBER : 2024/IRMCT/REG/GSS/004-IC

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

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.

Only shortlisted candidates will be contacted for an assessment/interview. The selected candidate will be offered a contract as an Individual Contractor.

Work Location:
Arusha, Tanzania

Expected duration:
Six (6) months with possibility of up to three (3) month extension.

Duties and Responsibilities:
• Assist in conducting receiving and inspection process of incoming shipment.
• 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 in accordance with the guidelines.
• Assist the supervisor in training staff members and explaining work procedures, practices or requirements.
• 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 good receipts.
• Assist in checking out and signing off Clearance Certificates of departing staff.
• Perform other work-related duties as assigned.

Qualifications/ special skills:
Education: High school diploma or equivalent is required.

Experience: A minimum of five (5) years of relevant work experience in administration, asset management, supply, warehousing and inventory control, real estate/facilities management or related area 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.

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

Fee for Service: The IC will be paid monthly at a daily rate equivalent to the GS5 salary grade for Arusha, Tanzania.
Special Notice:

The appointment is limited to the International Residual Mechanism for Criminal Tribunals. Granting of a contract to the successful candidate on this IC position will be limited to the availability of funding. Extension of the contract is subject to the extension of the mandate and/or the availability of funds. This is not a staff position. As the international tribunals are not integrated in the Secretariat, there is no expectation of service or reassignment within the United Nations Secretariat. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs personnel regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

How to Apply (website)

Qualified candidates who are able to work on short notice in Arusha, are invited to submit their application and their UN Personal History Form (PHP), to recruitmentR@un.org in-box quoting the Reference No. 2024/IRMCT/REG/GSS/004-IC in the subject line.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or crimes other than minor traffic offences, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. 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 Manual for the Applicant, which can be accessed by clicking on “Manuals” hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted.

Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN MIDNIGHT ON THE DEADLINE DATE. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

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.