



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK (N)17-012	Deadline: 22 December 2017
Post Title: Supply Assistant	Level: GL-6
Organizational Unit: Supply Chain Service Delivery	Location: Pristina
<p>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u></p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Within the limits of delegated authority, the Supply Assistant will carry out the following duties:

- Supervise the storage and distribution of equipment, office supplies, spares, consumables and office equipment as appropriate from the warehouse to customers within the mission;
- Apply procedures to ensure that requisitions for supplies are properly prepared and reviewed such that they are issued/replenished/allocated to the field in a timely and coordinated manner to ensure reliable flow of supplies for the mission;
- Conduct local market survey in conjunction with Procurement staff for immediate required goods and services, gathering relevant documentation for further processing;
- Process documents purchased by petty cash for submission to A&R Unit ensuring completeness of documentation process;
- Implement supply-related Standard Operating Procedures (SOPs) including on Receiving and Inspection, Quality Control/Quality Analysis, inventory control, reporting of discrepancies;
- Supervise the process for monitoring consumption, inventory-control, stock-checking and write-off to ensure correct accountability of materials and assets;
- Provide input on mission requirements, acquisition-plan and cost-estimates for budget and acquisition planning;
- Implement plans for the disposal or redeployment of assets during mission operations;
- Provide technical input as required in the development and implementation of supply and service contracts, including in preparing Statements of Work, technical evaluation and presentations to Local Committee on Contracts;
- Conversant with databases used for the tracking, reconciliation and accounting purposes;
- Implement internal control systems including maintenance of accurate and complete accounting, reporting and all electronic/hardcopy records to ensure proper audit trail;
- Assist in monitoring and analyzing contract performance to ensure compliance with contract terms, schedules and cost objectives;
- Manage and cross train Supply staff as required;

- Perform other duties as required.

COMPETENCIES:

Professionalism: Demonstrates effectiveness in developing supply contracts, plans, policies, procedures and programmes. Demonstrates fiscal awareness and responsibility. Knowledge of relevant UN rules and regulations, of budgetary and administrative procedures policies and directives, and in particular of inventory and control guidelines, directives and procedures. Ability to develop, maintain and supervise management control systems for assets, materials, services and claims. Strong analytical 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; 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 organizational 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 & Organizing: 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.

QUALIFICATIONS AND EXPERIENCE

Education: High School diploma or equivalent. Supply Chain Management Certificates/Diplomas.

Work Experience: A minimum of 7 years of experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area.

LANGUAGES:

Fluency in written and spoken English.

Completed detailed application documentation as specified above referring to [Job Opening No. MIK \(N\) 17-012](#) should be forwarded to the attention of Civilian Personnel Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo.

Fax No.: +381-38-504604 ext 5848

E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.