

**Job Opening  
Supply Assistant  
UNSMIL-LL5-GJO013/2022**

<b>Title:</b>	Supply Assistant
<b>Level/type:</b>	LL5
<b>Duty Station:</b>	Multiple D/S (Tripoli / Sirte)
<b>Section:</b>	Life Support
<b>Date of Issue:</b>	29 May 2022
<b>Deadline for applications:</b>	12 June 2022

**Women candidates are strongly encouraged to apply to the mentioned position**

**HOW TO APPLY:**

**STEP 1: INTERESTED APPLICANTS SHOULD SUBMIT THEIR APPLICATION USING THE UNITED NATIONS PERSONAL HISTORY FORM P.11**

(P.11 obtainable at the following web site: <https://unsmil.unmissions.org/sites/default/files/p11-form.doc>)

**ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P.11) WILL NOT BE CONSIDERED.**

**STEP 2:** Qualified candidates must submit their application using the P.11 template listed in STEP 1 by e-mail to [unsmil-hrstaffing@un.org](mailto:unsmil-hrstaffing@un.org). The application MUST include only the Job Opening No. in the subject line of their e-mail (e.g., UNSMIL-LL-5-GJO013/2022)

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the Life Support Unit of the Mission Support Section of the United Nations Support Mission in Libya. The position is located in Tripoli, Libya *and will be moved to Sirte, Libya when conditions permit or when authorization is received from the OiC, Head of Mission, or the Chief of Mission Support.* The incumbent will be under the overall supervision of the Logistics Officer.

On 29 April 2022, the Security Council, by its resolution 2629 (2022) renewed the mandate of the United Nations Support Mission in Libya (UNSMIL) through 31 July 2022, by roll-over of its resolutions 2542 (2020) of 15 September 2020, 2570 (2021) of 16 April 2021 and 2599 (2021) of 30 September 2021. The Security Council, in resolution 2542 (2020), tasked UNSMIL, as an integrated special political mission, in full accordance with the principles of national ownership, to exercise mediation and through its good offices to: (i) further an inclusive political process and



security and economic dialogue; (ii) further the continued implementation of the Libya Political Agreement; (iii) help consolidate the governance, security and economic arrangements of the Government of National Accord, including support for economic reform in collaboration with international financial institutions; (iv) help to achieve a ceasefire and, once it is agreed by the Libyan parties, provide appropriate support to its implementation; (v) support subsequent phases of the Libyan transition process, including the constitutional process and the organisation of elections; (vi) coordinate and engage closely with international actors including neighbouring countries and regional organizations; (vii) provide support to key Libyan institutions; (viii) support, on request, the provision of essential services and delivery of humanitarian assistance, including in response to the COVID-19 pandemic, in accordance with humanitarian principles; (ix) monitor and report abuses and violations of human rights and violations of international humanitarian law, including sexual violence in conflict, notably through the effective deployment of women and child protection advisers; (x) provide support in securing uncontrolled arms and related materiel and countering their proliferation; and (xi) co-ordinate international assistance, and provision of advice and assistance to GNA-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. On 16 April 2021, the Security Council, through resolution 2570 (2021), tasked UNSMIL to provide support to the Libyan-led and Libyan-owned ceasefire monitoring mechanism including through the facilitation of confidence-building measures and the scalable and incremental deployment of UNSMIL ceasefire monitors.

#### **JOB DESCRIPTION:**

Under the supervision and general guidance of the Logistics Officer, the incumbent will perform the following functions:

- Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; verifies requisitions in accordance with sections'/units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitors stock of supplies in the stores; conducts regular stock taking of expendable items in the supply stores; informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner. Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
- Assists in raising requisitions for services and items required by the Life Support stores; coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis.
- Assists the Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Life Support Unit. Processing and recording of the goods in Umoja system and issue to end users according to established procedures.



- Assists in the acquisition and the drafting of preliminary specifications for requirements; participates in the preparation of technical evaluation committees and presentations to Local Committee on Contracts.
- Assist in conducting periodic inventory verification of UN serialized and non-serialized property managed by Life Support stores and update records in Umoja by processing issue vouchers to individual/end users of UN property for purpose of transparency and accountability
- Prepares write-off requests for property, which is lost, obsolete or damaged. Receives technical evaluation reports from Technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.
- Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.
- Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.
- Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.
- Performs other duties as required.

#### 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Technological awareness:** Keeps abreast of available technology. Understands applicability and limitations of technology to the work of the office. Actively seeks to apply technology to appropriate asks. Shows willingness to learn new technology.

#### QUALIFICATIONS:



**Education:** High school diploma or equivalent is required

**Work Experience:** At least five (05) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position advertised fluency in English is required.

#### **ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

#### **SPECIAL NOTICE:**

The purpose of this job opening is to generate a list of qualified candidates for inclusion in the supply assistant GS5, roster. Successful candidates will be placed on the roster and subsequently will be considered for available Supply Assistants positions open only to roster members. Roster membership does not guarantee selection.

Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations.

An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, stepchildren, or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.

#### **ADDITIONAL INFORMATION:**

Ability to remain calm and assist the colleagues in emergency situations, willingness to work extra hours, alertness, emotional stability, a high sense of confidentiality.

Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.

[Incomplete applications or applications received after the deadline will not be considered.](#)

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.