



<b>Temporary Job Opening (TJO) for Property Management Assistant UNSMIL-GS4-TJO003/2018 (Open for 07 days)</b>	
<b>Title:</b>	Property Management Assistant
<b>Level:</b>	GL-4
<b>Duty Station:</b>	Tripoli, Libya
<b>Section:</b>	Property Management Section
<b>Date of Issue:</b>	21 March 2018
<b>Deadline for applications:</b>	27 March 2018
<b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>	
<b>HOW TO APPLY:</b>	<b>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></b> (P11) obtainable at the following web site: <a href="https://unsmil.unmissions.org/sites/default/files/p11-form.doc">https://unsmil.unmissions.org/sites/default/files/p11-form.doc</a>
	<b>STEP 2:</b> Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a> and it MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS4-TJO003/2018)
<b>ORGANIZATION SETTING AND REPORTING:</b>	<p>This position is located within the Property Management Section within the Mission Support Division of the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be performing under the overall guidance of the Property Management Officer, and under direct supervision of the Receiving and Inspection Assistant.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
<b>JOB DESCRIPTION:</b>	<p><b>Responsibilities:</b> Under the overall guidance of Property Management Officer, and under direct supervision of the Receiving And Inspection Assistant, the Property Management Assistant will be responsible for the following duties:</p> <ul style="list-style-type: none"> <li>• Assists in receiving all deliveries of mission supplies;</li> <li>• Assists in conducting physical inspections and quality control of mission's UN Property to ensure that all items are accounted for and in serviceable condition;</li> <li>• Assists in identifying anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to R&amp;I supervisor and Procurement for immediate action;</li> <li>• Processes Goods' Receipt reports in Umoja and R&amp;I Reports in electronic inventory managements system;</li> </ul>



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	<ul style="list-style-type: none"> <li>• Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;</li> <li>• Updates all physical verification records and data entry in electronic inventory management system;</li> <li>• Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission’s SOPs;</li> <li>• Assists the supervisor in coordinating with SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;</li> <li>• Assists with the disposal of written of property in accordance with the approved disposal methodology.</li> <li>• Prepares statistical analysis and trend analysis on United Nations property</li> <li>• Performs other duties as required.</li> </ul> <p><b>Physical requirements:</b></p> <ul style="list-style-type: none"> <li>• The work requires the incumbent to carry out field inspection monitoring and conduct reporting, and involves walking and driving to other offices within the compound as well as travelling to the field offices away from mission HQ if required.</li> <li>• The property Management Assistant conducts physical inspection in warehouse/storage rooms/Rub Halls, mission HQ, field offices, as well as other locations in the mission.</li> </ul>
<p><b>COMPETENCIES:</b></p>	<p><b>Professionalism:</b> Knowledge of, and ability to apply property management rules, regulations and procedures in the UN environment. Knowledge, skills and ability to extract, interpret, analyze and format data across the full range of property management functions, including PCIU, R&amp;I, Property Disposal and Property Survey Board. 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.</p> <p><b>Teamwork:</b> 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.</p>



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	<p><b>Accountability:</b> Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p>
<b>QUALIFICATIONS:</b>	<p><b>Education:</b> High school diploma or equivalent is required.</p> <p><b>Experience:</b> A minimum of three (3) years of progressively responsible experience in the field of property management, inventory control, logistics, procurement, or other related fields.</p> <p><b>Language:</b> English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Fluency in oral and written Arabic is an advantage.</p> <p><b>Important</b> This vacancy is open for Libyan Nationals and Non-Libyan nationals who have a valid work permit to work in Libya.</p>
<b>SPECIAL NOTICE:</b>	<p>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, step-children 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.</p>
<b>ADDITIONAL INFORMATION:</b>	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b></p> <p>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.</p>