



**Temporary Job Opening (TJO) for Supply/Warehouse Assistant
UNSMIL-GS5-TJO001/2018 (Open for 07 days)**

Title:	Supply/Warehouse Assistant, One (01) Position
Level:	GS-5
Duty Station:	Tripoli
Section:	Logistics
Date of Issue:	12 February 2018
Deadline for applications:	18 February 2018
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS5-TJO001/2018)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Logistics 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 Chief Logistics Officer and direct supervision of the Supply/Logistics 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>
JOB DESCRIPTION:	<p>The Supply/Warehouse Assistant will be responsible for the following functions:</p> <ul style="list-style-type: none"> • Responsible for receiving, storing and recording supplies, maintaining the accuracy and integrity of physical stock levels. • Organizes the distribution of assets, equipment and supplies to all clients, according to prescribed scale of issue and UN rules and regulations; • Coordinates arrangement of bins to ensure availability of space in warehouse/distribution plans. • Maintains appropriate records of logistics documentation, including but not limited to: issue vouchers, incoming shipping documentation related to Sales Orders/Purchase filling Requisitions and PO hard copy, shipping documents, warehouse receipts, Release Orders) for all supplies in the warehouse.



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	<ul style="list-style-type: none"> • Provides inputs/feedback for the adequate maintenance of the conditions of the warehouse, reporting failures/needs in a timely manner. • Prepare reports on obsolete, missing or damaged items for Property Survey Board procedures. • Liaises with local vendors for impress purchases to satisfy immediate operational requirements. • Submits regular reports for a continuous overview of supply chain operations including volumes, values, incoming goods, warehouse stock and distribution. • Participates in regular warehouse physical inventory counts and submits subsequent inventory reports. • Oversee and instruct warehouse workers, ensuring their delivery of services in accordance with the established TORs. • Any other duties as requested by the supervisor.
<p>COMPETENCIES:</p>	<p>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. Knowledge of warehousing practices and stock taking. Ability to cultivate client relationships and deal with local vendors. Maintains confidentiality.</p> <p>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.</p> <p>Planning and 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.</p>



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QUALIFICATIONS:	<p>Education: High school diploma.</p> <p>Experience: At least five (5) years of practical experience in supply, warehousing, logistics, administrative services, or closely related areas, preferably with the United Nations or an international organization.</p> <p>Language: Fluency in spoken and written English and Arabic.</p> <p>Other Requirements: Proficiency in computer based applications such as Word and Excel in particular. Driving licence is required.</p> <p>Important This vacancy is open for Libyan Nationals and Non-Libyan nationals who have a valid work permit to work in Libya.</p>
SPECIAL NOTICE:	<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>
ADDITIONAL INFORMATION:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></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>