



**Individual Contractor (IC) Job Opening for  
Supply Chain/Logistics Assistant  
UNSMIL-IC-28/2018**

<b>Title:</b>	Supply Chain/Logistics Assistant
<b>Level:</b>	IC - 4
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Logistics
<b>Date of Issue:</b>	10 September 2018
<b>Deadline for applications:</b>	18 September 2018
<b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>	
<b>HOW TO APPLY:</b>	<p><b>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></b></p> <p>(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>)</p> <p><b><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></b></p> <p><b>STEP 2:</b> Qualified candidates <b>MUST</b> submit their <b>P11 application</b> with all the documents listed in STEP 1 (if any) by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a>, and <b>MUST</b> include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- Consultant-C007/2018)</p>
<b>JOB DESCRIPTION:</b>	<p>Under the direct supervision of the supervisor (Supply Assistant/Logistics Officer) the incumbent will perform the following functions:</p> <p>Perform a wide range of central warehouse operations as follows:</p> <ul style="list-style-type: none"> <li>• Ensure organizing and proper storage of supply materials in the warehouse, in accordance with prescribed warehouse standards for storage and safety;</li> <li>• Check items and materials before packing and dispatching;</li> <li>• Perform supply physical inventory counts and reconcile discrepancies, if found;</li> <li>• Perform clerical duties as required by the supervisor; Prepare supply chain reports; Ensure warehouse records, invoices, receipts and all other warehouse documentation are properly filed; Perform warehouse database entries;</li> <li>• Establish and maintain relationships with vendors and suppliers and ensure that items purchased match the technical specifications;</li> <li>• Ensure deliveries of items are done on time;</li> <li>• Monitor stock levels and order replenishments as required;</li> <li>• Assist customers with their requests and ensure that all issues are made as per established standards and entitlement policies;</li> <li>• Assist the Supply Chain Manager in the planning and organizing of goods' distribution.</li> </ul>



United Nations Support  
Mission In Libya

بعثة الأمم المتحدة للدعم في ليبيا

<p><b>COMPETENCIES:</b></p>	<p><b>Professionalism:</b> 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>Planning and Organizing:</b> 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> <p><b>Client Orientation:</b> Considers all those to whom services are provided to be “clients ” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect ; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client;</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>
<p><b>QUALIFICATIONS:</b></p>	<p><b>Education:</b> High school diploma or equivalent</p> <p><b>Experience:</b> A minimum of four (04) years of relevant experience in Inventory Management, Logistics, Supply Chain Management and/or Warehousing Operations</p> <p><b>Language:</b> Fluency in spoken and written English and Arabic is required.</p>
<p><b>ADDITIONAL INFORMATION:</b></p>	<p><b>A valid Libyan working permit / residence is required for this position.</b></p> <p>Due to the high volume of applications received, ONLY the 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.</p>