



Individual Contractor (IC) Opening for (1) Logistics / Warehouse Assistant UNSMIL-IC-3-36/2017 (Open for 07 days)	
Title:	Logistics / Warehouse Assistant
Level:	IC-3
Duty Station:	Tunis
Section:	Logistics and Central Warehouse & Distribution
Date of Issue:	16 October 2017
Deadline for Applications:	24 October 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	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
	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- IC-3-36/2017)
JOB DESCRIPTION:	<ul style="list-style-type: none"> • Assist and provide ground support for Central Warehouse Section and Logistics. • Moving, pack and preparing of all incoming/outgoing shipments from the Mission to various destinations and ensure that items are delivered in accordance with the specifications example personal effects and UN assets. • Liaising with Property Control and Inventory Unit (PCIU) for record reconciliation and together with PCIU for physical verification on behalf of central warehouse and distribution section to complete the annual verification set by UNHQ PMS. • Maintain a good filing system for all outgoing shipments and PCIU/SAU physical verifications. Prepare assets ready to be written-off, separated from the actual stock and update Logistics/Central Warehouse for further action. • Assist moving the furniture and other UN assets. • Assisting the stock counting of stockholding and reflected the realistic quantities held and assist the section to take action in writing off the assets accordingly. • Assist in retrieving items from warehouse upon approval of Chief Logistics to be packed, ready for shipment • Maintain of clean work environment • Any other duties to be performed as requested by the supervisor.



United Nations Support
Mission In Libya

بعثة الأمم المتحدة للدعم في ليبيا

COMPETENCIES	<p>Professionalism: Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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>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>Client Orientation: 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>
QUALIFICATIONS:	<p>Education: High school diploma or equivalent.</p> <p>Experience: A minimum of two (2) years of experience in Supply Chain Management, Inventory Management or related area is required.</p> <p>Desirable qualifications: Ability to lift heavy objects, good communication ability, well organized and apt in problem solving, familiar with warehouse practices and methods.</p> <p>Language: English and French are the working languages of the United Nations secretariat. For the position advertised, Basic knowledge in English and fluency in Arabic is required.</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>