

**INDIVIDUAL CONTRACTOR (IC) VACANCY FOR  
Warehouse assistant  
UNSMIL-GS5-IC011/2021**

<b>Title:</b>	Warehouse assistant
<b>Level/type:</b>	GS-5 / Individual Contractor (IC)
<b>Duty Station:</b>	Tripoli, Libya
<b>Section:</b>	CWAMU
<b>Number of Positions</b>	1
<b>Date of Issue:</b>	30 December 2021
<b>Deadline for applications:</b>	10 January 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-GS5-IC011/2021)

**ORGANIZATIONAL SETTING AND REPORTING:**

This post is located within the central warehouse and Asset Management Unit in Mission Support Service (CWAMU) of the United Nations Support Mission in Libya (UNSMIL). The post is located in Tripoli, Libya. The incumbent will be under the overall supervision of the Engineer.

On 30 September 2021, the Security Council renewed the mandate of United Nations Support Mission in Libya (UNSMIL) until 31 January 2022, through resolution 2599 (2021). The Security Council has 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 organization of elections; (vi) coordinate and engage closely with international actors including neighboring 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 Government-led efforts to stabilize post-conflict zones, including those liberated from Da'esh. 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:**

Within the limit of the delegated authority, the incumbent will be responsible of the following tasks:

- Monitors inventory stock of warehouse in the system; conducts regular stock taking of expendable items of supply section along with warehouse staff in central warehouse.
- informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner.
- Ensures that items in the warehouse stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expirations date of the products.
- Assists on identifying the list of items required by the supply section; coordinates with offices and sections regarding the essential requirements. Provides updates of requisition status acquired assets, identify the list of items required by the various section; coordinates with offices and sections regarding the essential requirements. Provides updates of requisition status on a regular basis.
- Coordinate and assists Receiving and Inspection Unit (R&I) in receiving and inspecting of goods delivered by vendors and managed by all commodity groups.
- Updates the status of acquired items and assets in the system for supply section.
- Conducting periodic inventory of UN Non-Expendable property and attractive items along with Property Management and warehouse staff.
- Ensures timely issuance and delivery of material/spare parts needed for mission customers.
- 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.
- Performs other duties related to facilities support as and when required.

#### **QUALIFICATIONS:**

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



**Work Experience:** A minimum of 5 years of work experience in Supply Chain Management, warehouse operations or related area is required. Experience with stock taking, periodical inventory check, receiving and inspection of incoming assets is desirable.

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

#### **SPECIAL NOTICE:**

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.

#### **ADDITIONAL INFORMATION:**

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.