



## Job Opening Property Management Assistant UNSMIL-GS5-JO007/2021

<b>Title:</b>	Property Management Assistant
<b>Level/type:</b>	GS-5 / Fixed-Term Appointment
<b>Duty Station:</b>	Tripoli, Libya
<b>Section:</b>	Property Management Unit
<b>Number of Positions</b>	01 Position
<b>Date of Issue:</b>	21 December 2021
<b>Deadline for applications:</b>	19 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-JO007/2021)

### ORGANIZATIONAL SETTING AND REPORTING:

This post is located within the Property Management Unit in the Office of the Chief of Mission Support 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 Property Management Officer.

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 for the following tasks:

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition.
- Interacts with other property management stakeholders and providers of services, in particular Self-Accounting Units, Procurement Section, Joint Logistics Operations Center, and Local Property Survey Boards, as appropriate.
- Prepares monthly, yearly and ad hoc asset reports of UN property as required, including those on acquisition and surplus (damaged/obsolete) plant and equipment of UNSMIL property.
- Identifies anomalies and/or discrepancies and the details thereof during verification / validations; Prepare and submit discrepancy reports to respective stakeholders and recommends corrective measures as appropriate. Monitors rectification of identified discrepancies;
- Reviews data on fixed assets are updated and devoid of discrepancies in the ERP system; reports issues to equipment owners for immediate rectification;
- 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.
- Updates all physical verification records and data entry in electronic inventory management system.
- Assist 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 SOPs.
- Produces Business Object reports on monthly basis and when requested by supervisor.
- Assists in drafting correspondence and documents pertaining to property management, including interoffice memorandums, instructions, presentations etc.;
- Assists in training sessions and provides advice to property records custodians from all relevant units on equipment-related matters;
- Assist SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards.
- Assists in carrying out Board of Survey functions as and when required.
- Prepare statistical analysis and trend analysis on United Nations property.
- Performs other duties, as required.

**COMPETENCIES:**

**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.

**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.

**Planning & 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.

**QUALIFICATIONS:**

**Education:** High school diploma or equivalent is required. Certification in Microsoft SQL is required. Certification in database management system is desirable.

**Experience:** A minimum of five (5) years of progressively responsible experience in the field of property management, inventory management, supply chain management, logistics, or other related fields is required. A minimum of one (1) year experience in organizing, classifying, adjusting, and processing data into table, spreadsheet and database formats is required. A minimum of one (1) year experience in any computerized inventory control system is desirable.

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

**ASSESSMENT:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**SPECIAL NOTICE:**

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, stepchildren 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:**

UNITED NATIONS



الأمم المتحدة

United Nations Support Mission in Libya  
بعثة الأمم المتحدة للدعم في ليبيا

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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.

Work in a normal office environment for this position is located in the warehouse, airport or seaport or sharing office with other colleagues. 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.

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.