



**Individual Contractor (IC) Job Opening for
Supply, Warehouse/Logistics Assistant
UNSMIL-IC3-IC024/2018**

Title:	Supply, Warehouse/Logistics Assistant
Level:	GL-3
Duty Station:	Tripoli – Libya
Section:	Supply Chain/Logistics Section
Date of Issue:	30 July 2018
Deadline for applications:	07 August 2018

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></p> <p>(P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p> <p><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></p>
	<p>STEP 2: Qualified candidates MUST submit their <u>P11 application</u> with all the documents listed in STEP 1 (if any) by e-mail to unsmil-hrstaffing@un.org, and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-IC024/2018)</p>
JOB DESCRIPTION:	<p>Under the direct supervision of the Supply Assistant and/or Logistics Officer, the incumbent will perform a wide range of centralized warehouse and logistics operations as follows:</p> <ul style="list-style-type: none"> • Receive, organize and store supply materials and equipment into the warehouse, in accordance with prescribed warehouse standards for storage and safety; • Prepare items and materials for dispatching to clients in the base and other locations, if required. Prepare documentation for shipping and liaise for further customs clearance with relevant section, if necessary. • Participate in taking physical inventory counts and reconcile discrepancies, if found; • Ensure that warehouse records, invoices, receipts and all other warehouse documentation are properly organized and filed. Perform inventory database entries. • Advise on depleting stock levels and initiate requests for replenishment. • Establish and maintain relationships with vendors and suppliers and ensure that items purchased reflect the best value for money and match the technical specifications of the clients; • Assist customers with their requests and ensure that all issues are made as per established standards and entitlement policies; • Assist the Logistics Officer in the planning and organizing of goods' distribution.



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<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.</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> <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> <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>QUALIFICATIONS:</p>	<p>Education: High school diploma or equivalent</p> <p>Experience: A minimum of two (02) years of relevant experience in Inventory Management, Logistics, Supply Chain Management and/or Warehousing Operations. Experience with international organizations is desirable.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For this post fluency in spoken and written English and Arabic 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> <p>Other: A driver’s licence is required for this position. Ability to perform the physical requirements necessary to receive, pick, pack, ship, and move materials throughout the warehouse is required. Ability to operate and manoeuvre warehouse equipment, including, but not limited to, pallet jacks, forklifts, and push carts, in the manner necessary to move materials and consistent with manufacturers’ instructions and safety instructions, is desirable.</p>

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<p>ADDITIONAL INFORMATION:</p>	<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 not received in the United Nations Personal History Form P.11) 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.</p>
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