



The United Nations Peacekeeping Force in Cyprus invites applications for
-Life Support Section Assistant (GL4)-

The Human Resources Section is looking to identifying a qualified candidate to serve under Individual Contract as Life Support Section Assistant (GL4), for an initial period of three (3) months. The candidate should not be the relative of a UN staff member (i.e. parent, brother, sister etc).

Main duties and responsibilities:

Under the supervision of the Chief Life Support Section, the individual contractor shall undertake the following tasks and duties:

- Oversee and ensure the smooth day to day operation of contracts under Life Support Section;
- Monitor the overall performance of Life Support Section contractors;
- Report faults and contractual issues to Chief Life Support Section;
- Where necessary, coordinate the activity and performance of duties of contractors, by liaising with contractor staff;
- Liaise with UNFICYP clients, to evaluate successful service delivery by contractors;
- Compile Key Performance Indicators and where applicable maintain records of contractor performance metrics;
- In coordination with the Supply Chain Management Section, perform warehouse stock monitoring and timely acquisition planning;
- Provide first level assistance and support for incoming queries and issues relating to Life Support Section service delivery;
- Respond to client queries either in person, by phone or e-mail;
- Track expenditure for assigned contracts and maintain an accurate record of relative work orders and requests to contractors;
- Track Purchase Order balances, Purchase Order availability and forecast requirements for the Financial Year;
- Any other relevant duties assigned by the Chief Life Support Section.

Qualifications

- High school diploma or equivalent is required.
- Three (3) years of progressively experience in administration, logistics, supply or related area is required. Experience in UN system is desirable.
- English is the working language of United Nations Peacekeeping Force in Cyprus (UNFICYP). For this job opening, fluency in written and oral English is required.
- Very good knowledge of MS Office applications is required.
- Valid driving license required.

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 2/2019. Candidates must complete the United Nations Personnel History form (P11) in English.**

The P.11 form could be downloaded from the UNFICYP website: www.unficy.org under Employment.

Submit applications to email:

unficy-national-applications@un.org

Deadline for receipt of applications is 15 February 2019

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section

Please visit UNFICYP website for full details of the post.