



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2022-0790

9 September 2022

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a horizontal line, is placed over the 'From:' field.

Subject: **Job Opening # 189649 – Supply Assistant (G6)**

1. Please find herewith, the details for the following job opening:

Post Title

Supply Assistant G6 JO# 189649

Office/ Section

Transport Section

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform no later than **6 October 2022.**

3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.



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08 September 2022

Post Title:	Supply Assistant	Work Base:	UNPA
Office:	Transport Section	Category:	General Services
Job Opening#:	189649	Level:	GL6
Duty Station:	Nicosia HQ and Sectors	Deadline:	6 October 2022
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=189649&PostingSeq=1

Posting Title : SUPPLY ASSISTANT, G6
Job Code Title : SUPPLY ASSISTANT
Department/ Office : Transport
Location : NICOSIA
Posting Period : 7 September 2022-6 October 2022
Job Opening number : 22-LOG-OCMS SD T-189649-R-NICOSIA (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to the Senior Transport Assistant or to his/her designate.

Responsibilities

Supply

- Receives requests and allocates approved requests for regular stock items, supplies and/or equipment to various departments, sections of the mission.
- Makes periodic surveys of departments, sections, or missions to ensure appropriate use of allocated machinery, supplies and/or equipment.
- Communicates with the office space project managers to understand the equipment needs of the projects and coordinate the ordering and delivering of equipment for these projects.
- Replenishes stock room or warehouse with regular stock items, supplies and/or equipment, and ensures that these items are securely and properly stored.
- Advises on purchase schedules taking into account needs for anticipated replacement of, and replacement programmes for, existing supplies, stock Items and/or equipment.
- Conducts receiving and inspection formalities for incoming items; makes necessary arrangements to return damaged or defective inventoried items.
- Liaises with vendors (moving companies) involved with the transfer of office machinery items and/or equipment from outside locations.
- Assists with initiating requisitions, verifying funding, performing technical evaluations, providing comparative reports of proposed bids, providing preliminary recommendations of successful bids and certifying invoices for payment within the Umoja System.

- Analyses and suggests improvement to the efficient operation of stockroom or warehouse operations. Analyses trends on usage, costs, stocking levels, etc. and prepares periodic reports and statistical information.
- Assists in providing detailed specifications for new equipment acquisitions and in making suggestions for adapting existing equipment to new environments.
- Assists in devising systems contract Requests for Proposals (RFPs).

Inventory

- Assists new mission survey/start-up team by initializing the accounting records for the Property and Control Inventory Unit, supervising the Receiving and Inspection of all UN owned property, participating in the In-Survey of contingent owned equipment, evaluating requirements and producing initial assessments for mission budget planning for transport section commodities.
- Develops, in close collaboration with the computer programmer, systems design for inventory assets tracking applications including file structure, records and screen layouts; test new or modified applications for suitability to unit requirements and make recommendations for improvements.
- Assists in taking physical inventories of field mission's property and in investigating and reconciling discrepancies.
- Ensures that the field mission's assets are bar-coded, decaled and tagged as per the guidelines.
- Assists in managing and maintaining a comprehensive electronic database of expendable and non-expendable property.
- Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property as required, including those on surplus (damaged/obsolete) non-expendable property, on consumption, proposed consumption and local/HQ procurement lead-time for non-expendable property, etc.
- Assists in supervising sales and/or disposals of property.
- Assists in preparing and issuing catalogues listing non-expendable property together with code numbers.
- Provides training and advises to Property Record Custodians on inventory-related matters.
- Provides administrative and technical support in managing UN owned field assets or other UN owned property in relevant UN asset control databases (e.g. Supply Chain management Tool, UMOJA) and trains users on these databases; proposes, implements and/or monitors technical or procedural changes to relevant database(s) as necessary and carries out preliminary programming and testing of those changes within the system.
- Performs verification and data migration of existing property control databases and the migration of data between other UN asset control databases.
- Supervises staff within Unit.
- Performs other duties as required.

Competencies

Professionalism: Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics and ability to apply them in an organizational environment.

Ability to maintain accurate records and prepare reports on a wide variety of data. Knowledge of the Organization's financial rules and regulations, as well as budgetary, administrative procedures, policies and directives, with respect to specialized tasks in supply management, logistics and transport operations. 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 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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of seven (7) years of progressively experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services, or related area is required.

Experience in a supervisory role is required.

Experience in an international organization is desirable.

Experience working with Supply Operating Systems related to transport equipment and materials is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English is required.

Assessment

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

Special Notice

Applicants in the General Service category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa or work permit stipulations.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual

harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.