



**UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS**  
P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

Mission Circular No. / 2023-0895

22 May 2023

**To:** All UNFICYP, OSASG-Cyprus and CMP Personnel

**From:** for Joel Cohen   
Chief of Mission Support

**Subject:** **Job Opening # 208918 – Requisitions Assistant (G5)**

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

<b><u>Post Title</u></b>	<b><u>Office/ Section</u></b>
Requisitions Assistant, G5 JO# 208918	Supply Chain Management

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 **17 June 2023**.

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



**UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS**

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

19 May 2023

Post Title:	Requisitions Assistant	Work Base:	UNPA
Office:	Supply Chain Management Pillar	Category:	General Services
Job Opening#:	208918	Level:	GL5
Duty Station:	Nicosia HQ and Sectors	Deadline:	17 June 2023
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=208918&PostingSeq=1](https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=208918&PostingSeq=1)

Posting Title : REQUISITIONS ASSISTANT, G5  
Job Code Title : REQUISITIONS ASSISTANT  
Department/ Office : United Nations Peacekeeping Force in Cyprus  
Duty Station : NICOSIA  
Posting Period : 19 May 2023 - 17 June 2023  
Job Opening number : 23-LOG-UNFICYP-208918-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 the United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to the Supervisor of the Integrated Acquisition and Requisitioning Unit (IARU) or her/his designate.

### **Responsibilities**

- Prepares requisitions for diverse services and commodities (e.g. information technology and communication equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, furniture and fixtures, stationery and office supplies etc.) in a timely manner in accordance with the guidance of the Requisitions Officer and monitors status of requisitioning and procurement processes of assigned categories, resulting into an optimal delivery schedule to meet mission's requirements;
- Keeps relevant internal databases and files up to date in order to keep track of any contractual agreements, and informs the various stakeholders regarding the assigned categories;
- Selects correct items from the Material Master when raising shopping carts in order to buy items from catalogues related to global or regional systems contracts;
- Prepares requisitions for service contracts requirements and maintenance plans in accordance with the contract terms and instructions received from the Requisitions Officer;
- Verifies that all requisitions for goods have accompanying requisitions for freight forwarding, as appropriate, and includes guidelines for suppliers detailed packing instructions and delivery plan by destination;
- Applies adequate lead times from requisitioning so that realistic foreseen delivery dates are

duly inserted in the requisitions; also ensures that all requisitions are in compliance with contract terms and agreed delivery schedules;

- Interacts with internal stakeholders, such as the technical units within Service Delivery and Supply Chain Services I Sections, to obtain technical specifications, e.g. Statements of Work (SOWs), Terms of Reference (TOR), etc. for various services and commodities not available from existing stock or systems contracts, ensuring completeness of the requirement and technical evaluation criteria;
- Liaises with Procurement Section regarding the procurement process for raised requisitions and maintains relevant internal databases and overviews in order to keep track of outstanding requisitions and keeps the various stakeholders informed of their status;
- Alerts requisitioning officer and acquisition planning unit of any recurring requirements in order to optimize the requisitioning and supply chain management process while avoiding duplicate requirements;
- Adheres to mission policies and procedures, including Standard Operating Procedures (SOPs), guidelines and instructions, governing the requisitioning and procurement process;
- Supports internal control systems including maintenance of accurate and complete accounting, reporting and all electronic/hard copy records for quality control purposes and ensure proper audit trail;
- Performs other duties as requested by the Requisitions Officer.

## **Competencies**

**Professionalism:** Demonstrated knowledge of and exposure to a substantive field of work in the areas of supply chain management, requisitioning, warehousing, inventory management, distribution and procurement. Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Accountability:** Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Communication:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify, and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

## **Education**

High school diploma or equivalent is required.

## **Job Specific Qualifications**

### **Work Experience**

At least five (5) years of progressively responsible experience in supply chain, inventory management, logistics, procurement, administration and other acquisition related areas is required

Experience in an international organization is desirable.

Experience working with Enterprise Resource Planning (ERP) systems is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, 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 gender identify, 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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

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.**