



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2020 - 0589 -

06 November 2020

**TO:** All UNFICYP, OSASG and CMP Personnel

**FROM:** Joel Cohen  
Chief of Mission Support

**SUBJECT:** Job Opening # 141884 –Supply Assistant (GL5)

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

<u>Post Title</u>	<u>Office/ Section</u>
Supply Assistant, G5, JO# 141884	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 **3 December 2020**.

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

**NOTE:** This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

**PDF Attachment:**

No file attached

**Internal Distribution:** UNFICYP\unficy-p-sasg-cmp-all staff

**External Distribution:**

**cc:**

**bcc:**

**Status: Drafted**



**UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS**

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

6 November 2020

Post Title:	Supply Assistant	Work Base:	UNPA
Office:	Supply Chain Management	Category:	General Services
Job Opening#:	141884	Level:	GL-5
Duty Station:	Nicosia HQ and Sectors	Deadline:	3 December 2020
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=141884&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=141884&PostingSeq=1)

Posting Title : SUPPLY ASSISTANT, G5  
Job Code Title : SUPPLY ASSISTANT  
Department/ Office : United Nations Peacekeeping Force in Cyprus  
Location : NICOSIA  
Posting Period : 4 November 2020-3 December 2020  
Job Opening number : 20-LOG-UNFICYP-141884-R-NICOSIA (M)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

This position is located in United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to Chief of Supply Chain Management Section or her/his designated.

### **Responsibilities**

#### Supply

- Coordinates with field mission on delivery schedules.
- Ensures that Receipt and Inspection reports accurately reflect requisitioned items, and that invoices are processed by the Accounts Payable Unit.
- Provides updates on requisition status to relevant units and field missions.
- Maintains, updates and ensures accuracy of computer database by recording requisition details, purchase orders, delivery activity and invoice actions.
- Communicates with the office space project managers to understand the furniture needs of the projects and coordinate the ordering and delivering of furniture for these projects.
- Performs other duties as required.

#### Inventory

- Ensures UN assets are assigned stock numbers, bar-coded, decaled and tagged as per UN guidelines.
- Conducts periodic physical inventories of UN office equipment to ensure accuracy of serial and decal numbers, stock descriptions, net total on hand and exact location of property.
- Deploys to new missions to assess supply requirements and warehouse capabilities, to assist in mission start up, to prepare and consolidate asset data for handover to property control unit



and to assist in mission budget planning for supply section commodities.

- Submits reports on physical inventories to the Chief of Section.
- Assists in managing and maintaining a comprehensive electronic database of expendable and non-expendable UN property; enters data on all incoming expendable and non-expendable property, acquisitions, disposals, transfers, deletions and corrections.
- Collaborates in the destruction of property.
- Updates the Property Record Custodians database according to Departmental requests.
- Assists in preparing reports on consumption, proposed consumption and local/HQ procurement lead-time for non-expendable UN property.
- Performs verification and data migration of existing field mission property or logistics unit control databases.
- Provides training and advises to Property Record Custodians from all Departments on inventory-related matters.
- Performs other duties as required.

### **Competencies**

**Professionalism:** Knowledge of relevant United Nations rules and regulations, of budgetary and administrative procedures, policies and directives, in particular, inventory and control guidelines. Ability to organize and summarize data and information required for a variety of reports, etc. Ability to develop, maintain and operate management control systems for assets, materials, services and claims. 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.

**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.

**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.

### **Education**

High School Diploma or equivalent is required.

## **Work Experience**

At least five (5) years of progressively responsible experience in inventory and supply management, property management, logistics, warehousing or related areas is required. Experience in Enterprise Resource Planning (i.e.SAP) software is desirable. Experience in an international organization is desirable. Experience in occupational health and safety or related field is desirable.

## **Languages**

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

## **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 and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.

## **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.