



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

Mission Circular No. / 2023-0924

1 August 2023

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

A handwritten signature in blue ink, appearing to be 'Joel Cohen', is written over the 'From:' field.

Subject: **Job Opening # 214133–Requisitions Assistant (G6)**

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

Post Title

Requisitions Assistant G6 JO# 214133

Office/ Section

Supply Chain Management Pillar

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 **29 August 2023.**

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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31 July 2023

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|-------------------|--------------------------------|------------|------------------|
| Post Title: | Requisitions Assistant | Work Base: | UNPA |
| Office: | Supply Chain Management Pillar | Category: | General Services |
| Job Opening#: | 214133 | Level: | GL6 |
| Duty Station: | Nicosia HQ and Sectors | Deadline: | 29 August 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=214133&PostingSeq=1

Posting Title : REQUISITIONS ASSISTANT, G6
Job Code Title : REQUISITIONS ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Duty Station : NICOSIA
Posting Period : 31 July 2023 - 29 August 2023
Job Opening number : 23-LOG-UNFICYP-214133-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 Acquisitioning and Requisitioning Unit.

Responsibilities

1. SUPPORT OF MANDATED TASKS/ACQUISITIONS

- a. Provide support to mandated tasks and improve the standard of operational performance and functions in Integrated Acquisitioning Unit.
- b. Facilitate efficient coordination with SAUs for the timely and accurate raising of requirements for goods and services. Provide assistance to SAUs on how to ensure that their request forms are accurate and complete thus avoiding delays due to incomplete submissions by SAUs.
- c. Raise shopping carts (funded and unfunded), pre-commitment and funds commitments for goods and services for UNFICYP, Good Offices and CMP in UMOJA SRM in a timely manner as per the requirements of SAUs and in accordance with the Financial Rules and Regulations.
- d. Raise Low Value Acquisitions (LVA) timely in UMOJA SRM up to \$10,000 based on quotations provided by the requestors.
- e. Raise Service Entry Sheets in UMOJA as per SAU's confirmation that services were rendered satisfactorily, work orders, invoices and supporting documentation.
- f. Follow-up with Procurement Section on pending shopping carts and purchase orders.
- g. Provide Financial Resourcing and Performance Section relevant information on invoices processed and LVAs raised.

- h. Develop and maintain tracking sheets/status of accounts database to monitor timely processing of shopping carts, LVAs and Earmarked funds and Service Entry Sheets; provide the SAUs the necessary access to the status of account database to assist them in their Acquisition Monitoring Plan.
- I. Keep records of all shopping carts, LVAs and purchase orders raised during the financial year.
- J. Complete and submit UMOJA Business Partners registration form based on details provided by Mission Support Sections.
- K. Request VAT exemption certificate through the CMS office as necessary.
- I. Resolve issues in UMOJA locally including troubleshooting of errors; escalate complex cases to the appropriate UMOJA Expert Team as necessary.
- m. Validate and confirm the GL accounts and product ID nos. provided by SAUs.
- n. Process cost recovery based on guidance promulgated by the UMOJA team.
- o. Assist the SAUs in their quarterly review of obligations by providing information on SES raised to enable possible increases/liquidations of funds.
- p. Act as Focal Point with Master Data Maintenance (MDM) team to initiate the process to create product ID numbers.
- q. Act as focal point for GDP (Galileo Decommissioning Project) implementation.
- r. Perform any other duties assigned by the IAU Supervisor.
- s. Act as a PIRO (Physical Inventory Reconciliation and Optimization) team member.

2. ADMINISTRATIVE DUTIES

- a. Prepare reports to assist Management and the Self Accounting Units in acquisition/procurement planning and decision making.
- b. Prepare recurring reports, special reports and statistics as requested by CMS/SCMS.
- c. Upgrade skills through continuous learning i.e. Business Intelligence and UMOJA system.
- d. Develop ways for designing reports to match client's needs.
- e. Maintain records of all transactions in UMOJA.
- f. Cross train other staff members to maintain permanent cover during authorized and sick leave absences.
- g. Direct supervision of four (4) IAU staff members as assigned by the Unit Supervisor. This involves planning, assigning, reviewing and evaluating the work of subordinates.

3. PROCESSING OF UTILITY BILLS AND COST RECOVERY

- a. Process utility bills including but not limited to validating invoices, preparing memos for the approval of the IAU supervisor and the Certifying Officer. Submission to Financial Resourcing and Performance Section for processing.
- b. Create monthly UMOJA Sales and Distribution Standard Orders for debit advices for utilities of small business contractors, CCMC, CMP and PX.
- c. Update the appropriate utility files in access system and excel.
- d. Prepare statistical information for financial reporting purposes.

Competencies

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.

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 responsible experience in procurement, contracts management, supply chain or related areas is required. Experience in international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of another official United Nations language is an advantage.

Assessment

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

Special Notice

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

The United Nations Secretariat is committed in achieving 50/50 gender balance and geographical diversity 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 in 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 of 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.

