



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

Mission Circular No. / 2024-0990

25 March 2024

To: All UNFICYP, OSASG-Cyprus and CMP Personnel

From: Joel Cohen
Chief of Mission Support

Subject: **Job Opening # 229932 – Supply Assistant (G5)**

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

Post Title

Supply Assistant G5 JO# 229932

Office/ Section

Life Support

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 **13 April 2024**.

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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22 March 2024

Post Title: Supply Assistant
Office: Life Support
Job Opening#: 229932
Duty Station: Nicosia HQ
Type of Contract: Fixed-Term

Work Base: UNPA
Category: General Services
Level: GL5
Deadline: 13 April 2024

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=229932&PostingSeq=1

Posting Title : SUPPLY ASSISTANT, G5
Job Code Title : SUPPLY ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 15 March 2024-13 April 2024
Job Opening number : 24-LOG-UNFICYP-229932-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 Chief of Life Support/ Service Delivery Section or his/her designated.

Responsibilities

- Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units, verifies requisitions in accordance with sections'/units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitor's stock of supplies in the stores, conducts regular stock taking of expendable items in the supply stores, informs the supervisor on discrepancies observed and on supplies which require stock replenishment in a timely manner. Ensures that items in the supply stores are arranged in an orderly manner and ensures that supplies are issued to requestors before expiration date of the products.
- Assists in raising requisitions for services and items required by the supply Stores, coordinates with offices and sections about the requests received. Provides updates of requisition status on a regular basis.
- Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit. Processes internal R&I reports for goods in the Supply Stores and forwards to R&I Unit for processing records of the goods in the system and issue to end users according to established procedures. Updates and monitors stock cards for acquired products.
- Participates in the acquisition and the drafting of preliminary specifications for requirements, participates in the preparation of technical evaluation committees and presentations to Local

Committee on Contracts.

-Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability.

-Prepares write-off requests for property, which is lost, obsolete or damaged. Receives technical evaluation reports from technicians on damaged property or property which has become obsolete and raises request for write-off in the system to facilitate submission by the Claims office.

-Ensures that property approved for write-off and disposal is handed over to the Property Disposal Unit in a timely manner. Provides updates of write-off requests status on a regular basis.

-Assists in preparing a variety of monthly, yearly and ad hoc inventory reports of the field mission's property. Maintains updates and ensures accuracy and completeness of computer database recording requisition details, purchase orders, delivery and other supply related actions and monitors reports.

-Familiarizes new staff with respect to work requirements and applicable UN guidelines and office procedures.

-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. 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.

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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of five (5) years of progressively responsible experience in inventory and supply management, property management, logistics, procurement, warehousing, administrative services or related area are required.

Experience in the operation of fuel and fuel contract administration is desirable.

Experience in Electronic Fuel Management Systems or a similar platform is desirable.

Experience in budget formulation 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.

Applicants who were placed on the local UNFICYP, OSASG-Cyprus and CMP rosters with similar functions at the same level are considered to be eligible candidates and will be receiving an email inviting them to apply for this position. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

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 or 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.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.