



The United Nations Peacekeeping Force in Cyprus invites applications for the post of
- Property Management Assistant (GL-5) -

Under the supervision of the Property Management Assistant, the incumbent is responsible for the following:

- Overall administration of property control records in respect of United Nations Owned Equipment (UNOE), and other assets entrusted to the mission as necessary;
- Monitor status of assets recorded in the Galileo inventory control system and notify asset managers and other parties concerned of any significant changes or discrepancies noted;
- Maintain Galileo Database, updating asset information based on physical verification. Check Self Accounting Unit (SAU) locations against monthly relocation form. Inform the relevant Self Accounting Unit Managers of changes that require updating.
- Conduct physical verification of all Galileo assets at all locations utilized by the Mission, at least once a year, in co-ordination with the SAU and/or responsible assets holders. Conduct a monthly physical check of inventory, in coordination with the SAU, of stock value over US\$5,000.
- Update all PCIU information data fields in Galileo accordingly;
- Take immediate action in case of discrepancies noted to justify and remedy possible errors, utilizing Galileo notification features, in close co-operation with relevant SAU and/or responsible asset holder;
- Maintain constant status checks of Galileo assets not located during the physical inspections and advise SAU's on pending follow-up actions;
- Inform asset managers and other parties concerned of long term not located assets so as to initiate appropriate investigations and/or write off action;
- Assist the Claims Assistant in relocating property pending write off into designated storage areas until such time as the property is disposed of;
- Perform any other duties as deemed necessary.

Skills & Qualifications

- Completion of High School Diploma or equivalent Technical School.
- Minimum five (5) years of experience in handling properties and assets.
- Very good command of English required.
- Knowledge of local languages (Greek and/or Turkish) is an advantage.
- Good computer skills. Knowledge of MS Office applications.
- Valid Driver's license required.

Competencies

Professionalism – Knowledge of the Organization's rules and regulations as they pertain to building management and industry codes and standards. 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 & 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 honors 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.

Interested and qualified candidates are encouraged to apply by **specifying vacancy announcement # 4/2016. Candidates must complete the United Nations Personnel History form (P11) in English.** The P.11 form could be downloaded from the UNFICYP website:

www.unficy.org under Employment. Submit applications attention Ms. Stella- Maria Demetriou to email:

unficy-national-applications@un.org

*Deadline for receipt of applications is **11 March 2016***

Preference will be given to equally qualified women candidates.

Only shortlisted candidates shall be contacted by the UNFICYP Human Resources Management Section

Please visit UNFICYP website for full details of the post.

