



The United Nations Peacekeeping Force in Cyprus invites applications for the post of
- Inventory and Supply Assistant (GL-5) –

Organizational Setting and Reporting Relationships: This position is located in the Service Delivery Section of the United Nations Peacekeeping Force in Cyprus (UNFICYP). The Assistant at this level shall work in the areas of Service Delivery of Life Support Services and will report to the Chief of Service Delivery Section or a more Senior Officer.

Responsibilities: Within delegated authority, the Supply Assistant will carry out the following duties:

Service Delivery Section – Fuel (POL) related:

- Day to day supervision of Fuel Unit assistant(s) and coordination of activities.
- Management of all approved Fuel Mission contracts.
- Supervise and monitor contractors as per the terms of stated contracts.
- Produce and ensure contract KPI are met and recorded.
- Provide regular accurate contract performance reports.
- Monitor all aspects of fuel accounting and record keeping, as well as maintain accounting forms; inclusive of suggestions towards their improvement.
- Organise order placement to contractors/ vendors and coordinate receipt/issue of POL at delivery points.
- Monitor Quality Control procedures for POL, as and where required.
- Maintain records and data on invoiced transactions and payments.
- Prepare and maintain periodic POL consumption reports, reflecting budget and/or volume consumption etc. Monitor POL consumption compared against expenditure.
- Advise and familiarize Military personnel on POL related data and information requirements of the UNFICYP Fuel Unit.
- Visit field distribution points and consumption locations, as and when required.
- Advise the Chief Service Delivery Section in the delegation and distribution of tasks, to reflect operational priorities.
- Day to day supervision of Fuel Unit assistant(s) and coordination of activities.
- Develop spreadsheet reports and databases using various software platforms in accordance with instructions/ guidelines received from supervisor.
- Support with or perform any other duties as required.

General tasks in Service Delivery Section:

- Support senior staff with respect to all aspects of major services contracts.
- Records Contract actions and monitors activity.
- Assists in the execution of technical evaluations for long and short terms contracts, as well as goods to be supplied to the Mission.
- Prepares costs estimates on goods and services, as well as supports the preparation of the annual Section Budget. Includes reviewing cost estimates, past data and budget movements.

- Provides support in the long-term planning process and associated Budget considerations.
- Assist with the presentation and defence of the Annual Budget.
- Draft and/or Review Scopes of Work (SOWs) for Service Delivery Section Contracts.
- Draft and/or Review Section Standards of Practise (SOPs).
- Familiarize new staff with respect to work requirement and applicable UN guidelines and office procedures.

Skills and Qualifications:

- Completion of High School Diploma or equivalent Technical School.
- Five years of experience in supply management, administration, logistics, operations and contract administration or related area. Experience in working with and supporting teams of individuals. Has experience in operations which involve transfer, issuance and large scale use of various fuel products
- 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.

Interested and qualified candidates are encouraged to apply by specifying vacancy announcement # 10/2016. 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 to:

Email: unficy-national-applications@un.org

Deadline for receipt of applications is **15 April 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.