

## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

---

Job Title & Level:	Supply Assistant G5
Department/Office:	UN Verification Mission in Colombia (UNVMC)/Life Support Unit - Service Delivery Section
Location:	Bogotá, Colombia
Posting Period:	23 December 2022 through 07 January 2023
Job Opening Number:	UNVMC-NJO-2022-049. Temporary Job Opening for six months

---

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is properly signed and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals or Foreign with valid working permit in Colombia are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SCKVjg->*

*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 for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

**Organizational Setting and Reporting Relationships:** This position is in Mission Head Quarters of the United Nations Verification Mission in Colombia, under the Life Support Office/ Service Delivery Pillar, located in Bogota.

**Responsibilities:** Under the Chief Life Support Unit, the Supply Assistant is responsible for the completion of a variety of specialized activities enabling a smooth flow of supplies to and from mission in the field.

- Receives authorized on-line requisitions for stores' supplies from Chief Life Support Unit; verifies requisitions in accordance with units' monthly requirements. Ensures that supplies are issued to requesting offices/sections as per approved requisitions without delay.
- Monitors 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 Technical Inspections regarding inspection of goods and services delivered by vendors. Processes reports by the utilization of tools such as Power BI platforms or similar applications. 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 serialized and no-serialized materials and attractive items issued by the Centralized Warehouse Unit and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability in SAP platforms.
- 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 and Centralized Warehouse 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 arrival staff with respect to work requirements and applicable UN guidelines and office procedures.
- Performs the control of General Supply contracts, such as stationary, office equipment, UN Personal Protection Equipment, and related quality control checklist
- Provides an uninterrupted, timely and sound support to Regional Offices within the Colombian Territory.
- Provides data driven decisions by analysing the stock holdings and demands prior providing feedback to Acquisitions Unit to initiate any Shopping Carts for purchases with strict respect of financial rules and regulation under the Umoja (SAP) environment.
- Receives Notification orders from the Chief Life Support and the Chief Supply Chain Management to execute demands and orders from customers, verify entitlements and scale of issue, organize delivery for approved quantities.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.

**Core values:**

**Professionalism:** Ability to analyze the customer requirements and good technical skills to provide customer support service. 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 specially goods and commodities under his/her supervision. 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 Technical School diploma is required.

Additional training in Information in Power BI, SAP and other Technology/Information Systems and Inventory systems is desirable.

A Certification from a recognized and accredited educational institution or a diploma from a Supply Chain Management institution is desirable.

**Experience:** Minimum of five (05) years of relevant experience in logistics field or Supply Chain management Field is required.

Proven ability and experience in establishing Scope of Work (SOW), technical evaluations for third party contracts and associated knowledge of Low Value Acquisition (LVA), Purchase Orders (PO) and invoicing procedures is desirable.

Experience in Performance Management, data management, performance (i.e. Power BI) reporting is desirable. Experience with ERP systems (i.e. Umoja) is desirable.

**Languages:** English and French are the working languages of the United Nations Secretariat. For this position, fluency both in oral and written English and Spanish is required.

**Note:** Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

### **United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence, and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

### **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.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

- a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

If you fall within one of the foregoing categories, please indicate it in your application.