UNITED NATIONS INVESTIGATIVE TEAM TO PROMOTE ACCOUNTABILITY FOR CRIMES COMMITTED BY DA'ESH / ISIL

UNITAD

JOB POSTING DETAILS

Posting Title: Property management & Logistics assistant
Opening Number: UNITAD-2021-IC-010
Department/Office: United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD)
Location: Baghdad, Iraq
Type of Contract: Individual Contractor
Duration of Contract: Three (3) months with the possibility of extension
Posting period: 05 May – 13 May 2021

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

UNITAD invites all interested and qualified candidates to apply for the announced position.

Important Notice: Interested candidates should complete the attached United Nations Personal History form (P.11), and forward electronically at the following email address: UNITADStaffing@un.org. Therefore, only applications made via the UN P-11 form will be considered, and incomplete P-11s will not be processed. (CVs and other agencies forms will...
not be considered either). Additionally, please do not submit any supporting documents such as diplomas / educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment / interview process.

Posting Title and Opening number MUST be indicated in the subject of your e-mail application.

Short-listed candidates may be requested to sit for written (and/or technical test) in addition to an interview.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.

**Org. Setting and Reporting:**

This individual contractor position is located within the United Nations Investigative Team to promote accountability for crimes committed by Da'esh / ISIL (UNITAD) and will be based in Baghdad, Iraq.

UNITAD was established by the Secretary-General pursuant to Security Council resolution 2379 (2017), according to which it is mandated to support domestic efforts to hold ISIL (Da'esh) accountable by collecting, preserving and storing evidence in Iraq of acts that may amount to war crimes, crimes against humanity and genocide committed by the terrorist group ISIL (Da'esh) in Iraq.

**Responsibilities:**

Under the direct supervision of the Head mission support coordination office, the incumbent will be responsible for the following duties:

- Perform property management duties and activates & inventory control to achieve UN standards and Key performance indicator (KPIs).
- Prepare, manage, and monitor tracking sheets for UNITAD inventories with specifications, bin location, and end user.
- Prepare and update records to assure accuracy of all inventory records, as well as of recording requisition details, (purchase orders, delivery dates, destinations, incoterms, and invoices verification and certification actions).
- Familiarize and contribute with the Administration work related such as IOMs, Note to file, emails to stakeholders and end users for all UNOE.
- Liaise with UNITAD SMs (end users) for conducting physical verification for UNITAD’s owed equipment (UNOE) and further update mission inventory records and coordinate with PCIU for update of inventory records in UMOJA.
- Liaise with UNAMI self-accounting units (SAUs) regarding provision of logistics support (services & goods) to UNITAD clients and premises as deemed appropriate.
• Controls and track all supply chain related activities (requisitioning implementation and final delivery).
• Maintain records for all procurement activate starting from acquisition to the delivery in mission WHS set for each contract.
• Performs other duties as required.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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 risk and allows for contingencies when planning; monitors and adjusts plans and actions as necessary, uses time efficiently.

Teamwork: Good interpersonal skills; ability to work in multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education:

High school degree required or equivalent. Solid training experience in Admin, Logistic & Property management is desirable.

Work Experience:

• Experience in using Microsoft office programs is required.
• Minimum of 2 years of work experience in the related field is required

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in Arabic is required. Knowledge in English is desirable.
**Assessment Method:**

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

**United Nations Considerations:**

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.

**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.