



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-11-020

VA Issuance Date: 24 February, 2011

Deadline for Applications: 23 March, 2011¹

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<i>Title: Warehouse Assistant</i>	<i>Grade: GL-4 (3 posts)</i>	<i>Region (please indicate preference in application): Wau, (MIS920786, MIS920770) Malakal, (MIS920761)</i>
<i>POST OPEN FOR SUDANESE NATIONALS ONLY</i>		
<i>Women are strongly encouraged to apply²</i>		

¹ Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

² Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

Duties and responsibilities:

Under the supervision of the Warehouse Supervisor//Unit Chief, the incumbent is responsible for the movement, control and storage of UN assets held in the warehouses. Duties include but are not limited to the following:

- Organize UNMIS warehouses by maintaining accurate and systematic storage of UN assets.
- Conduct periodic physical spot checks of stored assets & ensure secure storage of all assets in the warehouses.
- Responsible for safe and periodical maintenance of material handling equipment and their proper usage.
- Handling of dangerous and hazardous materials (storage, transport etc)
- Setup warehouse hardware infrastructure (eg. Pallet tracking system, cantilever tracking, heavy duty shelves etc)
- Assemble office furniture. Supervise packing and preparing bulk shipments, supervise the best safe packaging methods/materials, depending on mode of transportations for inter sector and inter mission transfer. Prepare the scheduling of deliveries of equipment to UNMIS issuing areas.
- Responsible for in-house BIN location replenishment (stock rotation)
- Assist in the receiving, inspecting and verification of all incoming UNMIS assets and supplies.
- Make sure storage area is clean and in good order, aisles and main passways are clear from any obstacles. Organize receiving bay to allow smooth flow of warehouse logistical operations.
- Repack newly received items in an acceptable standard and make it safe-ready to store on pallet racking shelving.
- Prepare and process disposal of UNMIS equipment.
- Prepare required reports UNMIS equipment in Unit stock.
- Perform any other assigned tasks.

Competencies:

Professionalism: Demonstrated use of initiative and ability to make appropriate linkages in work requirements and anticipate next steps. Ability to maintain accurate records and review/interpret a wide variety of data is essential.

Planning and Organizing: Effective organizational skills and ability to handle a large volume of work in an efficient and timely manner.

Commitment to continuous learning: Initiative and willingness to learn new skills.

Technology Awareness: Good computer skills, including proficiency in word processing, spreadsheet applications, and other relevant software packages.

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

Communication: Ability to write in a clear and concise manner and to communicate effectively orally.

Qualifications:

Education: High School diploma or equivalent. Post-secondary education at college, university or specialized training institution in warehousing and storage is an asset.

Experience: At least four (4) years of progressively responsible experience in administrative or logistics related activities. Experience with UN/NGO or other international bodies is an added asset.

Language skills: Fluency in spoken and written English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

Other Desirable Skills: Knowledge of logistics operations and supply services. The candidate should have the ability to produce high quality work under pressure and cope with deadlines.

Candidates should submit with their applications the following documents:

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#));
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors for external candidates;
- 6- Internal candidates must submit the two (2) most recent performance evaluations (e-PAS).

By email:

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their email.

E.g. VA No. UNMIS-GS-11-020

General Services: unmis-recruitments@un.org

By Mail:

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

By Hand:

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

By Fax:

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200