



United Nations Mission in Sudan  
UNMIS

**VACANCY ANNOUNCEMENT**

**VA No. UNMIS-GS-11-021**

**VA Issuance Date: 24 February, 2011.**

**Deadline for Applications: 23 March, 2011<sup>1</sup>**

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

<i>Title: Inventory Assistant</i>	<i>Grade: GL - 4</i>	<i>Region (please indicate preference in application): Wau (MIS892753)</i>
<b><i>POST OPEN FOR SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply <sup>2</sup></i></b>		

<sup>1</sup> 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.

<sup>2</sup> 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 or his/her designate, the incumbent shall perform the following duties:

- Update the inventory management system to reflect new receipts and issuance and other applicable transactions in and out of the sector stores;
- Update new conditions and status of asset documentation regularly to reflect removed/replacement assets installed and re-confirm serial numbers/barcode information;
- Assist with physical inventory of all non-expendable items and verification of bin locations;
- Assist in identifying inventory to be written-off based on usage patterns and ABC analysis.
- Prepare equipment destined for write-off for inspection by Board of Survey as directed by the Asset Manager.
- Conduct quality and quantity control of materials on release, transfer in and out from the warehouse as well as conduct cycle count or expendable items on as and when required basis.
- Assist in codification process of newly received items making sure the headquarter guidelines on property management are adhered to.
- Assist Warehouse supervisor in various warehouse operations (receiving materials, inspection of newly arrived materials, issue verification, shelving etc)
- Place and arrange stores and equipment according to established BIN locations.
- Maintain a proper filing system.

- Pack materials and prepare the necessary documents to ship within the mission area or to other UN mission.
- Maintain storage facility in good order and clean, special care for sensitive items.
- Assist warehouse supervisor in processing R & I of shipments
- Initiate random spot checks to confirm the accuracy of the inventory and report diligently any shortfalls or damage;
- Maintain records for all written off assets handed over for disposal.
- Perform other duties as may be required.

### **Competencies:**

**Professionalism:** Ability to provide technical and procedural advice on a broad range of logistical issues; demonstrated fiscal awareness, responsibility and good knowledge of UN financial rules; ability to develop, maintain and supervise management control systems for materials; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of peace operations.

**Planning and Organizing:** Demonstrated skills and ability to coordinate the work of others, work to tight deadlines and handle multiple concurrent projects/activities.

**Communications:** Proven communication (verbal and written) skills, including ability to prepare a range of reports and communications.

**Judgment and Decision-making:** Discretion and sound judgment in applying expertise to complex and/or sensitive issues.

**Accountability:** Operates in compliance with organizational regulations and rules; and take personal responsibilities for his/her own shortcomings and those of the work unit, where applicable.

**Technology Awareness:** Good computer skills, including proficiency in computer systems, word processing, spreadsheet and Internet applications; familiarity with database management desirable.

### **Qualifications:**

**Education:** High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in project management, computer applications and database/Asset/Finance management is an asset.

**Experience:** At least four (4) years of progressive relevant experience. Logistics, accounting and administration background preferred with proficiency utilizing computer software applications (Galileo, Business Objects, Lotus Notes, Excel, MS Word, PowerPoint and Access). Experience with UN/NGO or other International bodies is an added asset.

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

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**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-11-021

General Services: [unmis-recruitmentgs@un.org](mailto:unmis-recruitmentgs@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

**By Fax:**

Outside Sudan - 00 249 187 086200

Inside Sudan - 0 187 086200