



United Nations Mission in Sudan
UNMIS

VACANCY ANNOUNCEMENT

VA No. UNMIS-GS-10-080

VA Issuance Date: 30 September, 2010

Deadline for Applications: Open¹

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): Juba (MIS893773, MIS893973, MIS909198)</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 Section/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:

- Proper handling and storage of CITS Assets within the warehouse.
- Prepares CITS equipment for issue to users, and monitors the flow of equipment in and out of the Warehouse.
- The maintenance of the Warehouse and associated containers and locations with emphasis on material accountability.
- Lifts and arranges equipment and other items on shelves, organizes and maintains the warehouse.
- Prepares equipment for shipment/transfer within and outside the Mission Area.
- Assists with receiving and inspecting all equipment coming into the Mission Area.
- Initiate random spot checks to confirm the accuracy of the inventory; reports any shortfalls or damage;
- Initiate with PCIU the 100% physical inventory of all unit non-expendable equipment within the Section on a 6 month basis, accompanying PCIU staff to all locations where the section equipment is located;
- Any other duties as may be assigned.

Competencies:

Professionalism:

Ability to grasp instructions, rules, policies and procedures of the UN and demonstrated effort in continuous learning and understanding the importance of work coordination.

Teamwork: Ability to work in a team and in a multi-cultural, multi-ethnic environment with sensitivity to and respect for diversity.

Communication: Communication in both written and spoken English and Arabic languages necessary.

Technological awareness: Basic Computer skills desirable.

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 warehousing/stores/inventory. 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 qualifications: Driving experience and possession of a valid driving license would an advantage.

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.

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. UNMIS-GS-10-080

General Services: 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