



INTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	UNRCCA/002/2019	Deadline	31 January 2019
Post Title	Logistics Assistant	Level	GS-3
Organizational Unit	Administration/UNRCCA	Location	Ashgabat, Turkmenistan
VA Date:	22 January 2019	Period of Appointment	Initial period of one-year with possibility of further extension, subject to the mandate and/or availability of funds

DUTIES AND RESPONSIBILITIES

Under overall supervision of the Administrative Officer and direct supervision of Facilities Management Assistant, the incumbent will be responsible for the following duties:

- Assists in receiving incoming shipments/deliveries, including identifying anomalies and/or discrepancies and reporting to the concerned asset holders (requisitioners)
- Assists in conducting physical verification of UNOE to ensure that all items are accounted for and in serviceable condition;
- Assists in maintaining accurate and auditable records for the property control and accountability in line with the administrative instructions, guidelines, manuals and SOPs;
- Assists the supervisor in for preparation of equipment write-offs and processing of write-off cases through relevant property survey boards, in particular with disposal and related activities.
- Assists in preparation of requisitions/Service Entry Sheets and enters applicable systems data to initiate requisition process, as/when required.
- Completes cargo manifests and prepares customs clearances and related other documentation and liaises with the local customs and related services for inbound and outbound shipments.
- Assists in arranging the movement of inbound and outbound cargo via all applicable modes of transport and monitors delivery of cargo and communicate shipping details to all concerned parties. Ensures cargo (including Dangerous Cargo) is packed and handled in accordance with international standards and requirements.
- Assists Administration and concerned asset holders in day-to-day operation and/or management of a centralized warehouse (stores), materials and/or inventory management related activities and operations (include receiving, recording, issuance, conducting physical verifications, and other store keeping/management activities).
- Drives the Mission owned vehicles including but limited to providing transportation services to UN visitors, official delegations and other activities that fall under transport unit of the Mission.
- Delivers official correspondence, and perform other related services, and serves as primary focal point for Mail & Pouch services at the Mission level.
- Maintains contract files and all other correspondence related to materials management (stores/warehouses), transport operation (fuel, spare parts, etc) and also property control and inventory (write off cases, disposals, etc).
- Assists FOSH focal points in implementing requirements and standards, including environment protection and related arrangements at the Mission level.
- Performs other duties as required

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent.

Experience: A minimum of five (5) years of progressively responsible professional experience in administration or related area. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Experience working at a UN field mission or UN Agencies in this capacity is desirable.

Languages: Fluency in Russian and a good knowledge of English (both oral and written) is required; knowledge of Turkmen is desirable.

UN CORE VALUES AND COMPETENCIES

Professionalism: Ability to maintain accurate records, interpret/analyze a wide variety of data, and identify/resolve data discrepancies and activity problems. Practices discretion and observes confidentiality. 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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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.

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 a client informed of progress or setbacks in projects; Meets timeline for delivery of product or services to client.

APPLICATIONS

Interested candidates should accurately complete, sign and date the attached United Nations Personal History form (P.11) and forward it electronically to the following e-mail address: holbaev@un.org or may submit/deliver their applications in a sealed envelope to the address: **43 Archabil Avenue, Ashgabat, 744036, Turkmenistan.**

Important: Applicants should indicate Vacancy Announcement Reference Number and Post Title on the email subject line, if/when submitting electronically and/or on their Cover Letter, if/when the application is submitted/delivered in person to the address mentioned above.

Incomplete P.11 forms will not be accepted. Please note that any information provided on the P.11 form will be considered binding. The selected candidates may be subject to a reference checks process to verify the information provided in the P.11 form.

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the Vacancy Announcement

Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.

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.