



**VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/016/21/Ad**

**The United Nations Office for West Africa and the Sahel (UNOWAS) is looking for a highly motivated and results oriented team player to join a dynamic team.**

**To serve as: Property Management Officer NOC**

<b>Title Position</b>	<b>Property Management Officer NOC (open to nationals of Senegal only)</b>
<b>Number of posts</b>	<b>01</b>
<b>Type of contract</b>	<b>Fixed Term</b>
<b>Duration of contract</b>	<b>One (01) year renewable subject to mandate and post extension</b>
<b>Category and level</b>	<b>NOC</b>
<b>Duty station</b>	<b>Dakar, Senegal</b>
<b>Unit/Section</b>	<b>Property Management Officer</b>
<b>Issuing date</b>	<b>01/12/2021</b>
<b>Closing date</b>	<b>14/12/2021</b>

The United Nations Office for West Africa and the Sahel (UNOWAS) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa and the Sahel. It engages in preventive diplomacy, good offices and political mediation and facilitation in countries in West Africa and the Sahel.

**Organizational Setting:** This position is in the Property Management Unit and the incumbent reports directly to the Chief Mission Support.

**Major duties and responsibilities**

Under the direct supervision of the Chief Mission Support, the incumbent performs the following duties:

- Plans the property management operations, monitors progress through statistical analysis of database records and monthly progress reports for the Unit;
- Monitors ongoing operations of the Unit, the regular site visits of field mission offices (where applicable) and physical inspections and verification of UN property;
- Liaises with the Self Accounting Units, Procurement Section and Transport Section at the mission on matter related to Inventory Control, Receiving and Inspection as well as Disposal activities of UN Property;
- Plans and supervises proper disposal of hazardous waste, of written-off property and of some commodities representing a risk to the environment, in order to avoid any pollution or contamination;



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- Oversees the maintenance of accurate and auditable records, in both hard and electronic format, for accountability of UN Property at the mission in conformance with Administrative Instructions, LDS/DFS guidelines and mission Property Management standard operating procedures;
  - Ensures proper utilization and enhancement, as required, of the established business intelligence and management tools to monitor and evaluate the overall progresses of the Mission's property management activities;
  - Oversees the incoming shipments and ensures they are processed through Umoja and Receiving, and Inspection reports are prepared in both Umoja and Galileo Inventory Management System;
  - Monitors the Galileo Inventory Management database, ensuring that anomalies are identified in Discrepancy Reports and addressed immediately;
  - Oversees the preparation of periodic performance reports in line with the LSD quarterly reporting regime, reviews and ensures accuracy of data; Prepares accurate and auditable statistical reports for management in missions and LSD/DFS and draft correspondence, as required;
  - Oversees the compilation and drafting the Standard Operating Procedures (SOP) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Section/Unit, including terms of reference and job descriptions for the Staff in the Unit;
  - Identifies issues and implement solutions to problematic areas related to Property Management.
  - Oversees the maintenance of the fixed assets register by recording information related to fixed assets, ensures accuracy and integrity of property records;
  - Ensures accurate tracking of existing fixed assets, implement and monitor the periodic physical verification process;
  - Prepares and verifies periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), ensures timely submission as per the LSD Guidelines.
  - Performs other duties as required

### Competencies

**Professionalism:** Knowledge of logistic management, knowledge of Asset and inventory management principles. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work;

**Accountability:** Takes ownership of all responsibilities and honors commitments. Delivers outputs under his/her responsibility within prescribed time, cost and quality standards. Operates in



compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Planning and organization:** 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; keeps clients informed.

### Qualifications

**Education:** Advanced University degree (masters or equivalent) in Business Administration, Logistics Management, Supply Chain Management or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

**Experience:** A minimum of five years of progressively responsible experience in property management, property control, and asset management is required. Experience in support services and logistics/supply management would be an asset. Experience providing services to or in a field operation of the United Nations Common System or a comparable international organization is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in French, (both oral and written) is required, working knowledge of English is desirable.

### Applications

Applicants meeting the above qualifications are requested to submit the following only:

- **Cover letter**
- **Completed and signed P-11 form (please note the P11- Form is available on the UNOWAS Website at [www.unowas.unmissions.org](http://www.unowas.unmissions.org) )**
- **Copy of Diplomas and Degrees**

Applications should be submitted by email to [unowas-cnmc-hr@un.org](mailto:unowas-cnmc-hr@un.org) no later than **14 December 2021**.

Note: Please indicate clearly the vacancy number and title in the email subject. **Only short-listed candidates will be contacted.**

### Assessment Method:

Evaluation of qualified candidates for this position may include a written assessment followed by a competency-based interview.