



VACANCY ANNOUNCEMENT: UNOWAS/HRS/VA/008/21

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 Assistant

Title Position	Property Management Assistant GL6
Number of posts	01
Type of contract	Temporary Appointment
Duration of contract	Through December 2021
Category and level	GL6
Duty station	Dakar, Senegal
Unit/Section	Property Management Unit
Issuing date	07/04/2021
Closing date	13/04/2021

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 located in the Property Management Unit and the incumbent reports directly to the Property Management Officer.

Major duties and responsibilities

Under the direct supervision of the Property Management Officer, the incumbent performs the following duties:

- ✓ Analyze field missions' monthly/quarterly inventory reports, identify shortfalls and assist missions in rectification;
- ✓ Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- ✓ Interacts with other property management stakeholders and providers of services, in particular Finance, Asset Managers, Procurement Section, and Local Property Survey Boards, as appropriate;
- ✓ Prepares and submits assessment, discrepancy reports, and disposal reports for the unit chief's action and update the system accordingly;
- ✓ Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;
- ✓ Updates all physical verification records and data entry in the Umoja system;
- ✓ Assist stakeholders in application of property management policies and procedures to meet organizational standards and goals set up by the Global Asset Management Policy Services,



(GAMPS/OPPPFB) guidelines and mission Property Management standard operating procedures;

- ✓ Produces Business Intelligence reports on monthly basis and when requested by supervisor
- ✓ Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- ✓ Assist stakeholders in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- ✓ Assists in carrying out Board of Survey as and when required;
- ✓ Prepare statistical analysis and trend analysis on United Nations property;
- ✓ Performs other duties, as assigned

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 honours 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: High school diploma or equivalent is required. A vocational degree in logistic management or supply chain management is desirable.

Experience: A minimum of seven (7) years of progressively responsible experience in the field of property management, supply chain, logistics and transport management or related area is required. A minimum of two (2) years' experience with ERP (preferably SAP) business intelligence reporting in an international organization is highly desirable. A minimum of two (2) years' experience with data analysis of reports (including SAP) is highly desirable.



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

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)**
- **Copy of Diplomas and Degrees**

Applications should be submitted by email to **unowas-cnmc-hr@un.org** no later than **9 April 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.