



Individual Contractor (IC) Opening for Property Management Assistant UNSMIL-IC-IC004/2018 (Open for 7 Days)	
Title:	Property Management Assistant
Level:	GL-3
Duty Station:	Tripoli, Libya
Section:	Property Management Section
Date of Issue:	01 February 2018
Deadline for applications:	07 February 2018
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org, and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC - IC004/2018)</p>
JOB DESCRIPRION:	<p>Under the direct supervision of the Chief Property Management Section, the incumbent will perform the following functions:</p> <ul style="list-style-type: none"> • Conduct physical inspections of the received material; • Ensure quality control and monitoring of activities of materials received are administered; • Ensure that non-expendable assets received are bar-coded in accordance with the UN procedures; • Perform several clerical duties for management; • Take inventory and analyze all documentation such as invoices, bills and other supply documents; • Monitor the stock levels; • Conduct property disposal of written off material/s; • Maintain a good filing system for all documents relating to Property Management; • Perform other task as directed.
COMPETENCIES:	<p>Professionalism: Demonstrates Analytical and evaluative skills; ability to work independently. Shows pride in work and 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.</p>
	<p>Communication: Good communication and customer relations skills. Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to</p>



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	match audience; demonstrates openness in sharing information and keeping people informed.
	<p>Teamwork: Excellent interpersonal skills, including ability to operate effectively across organization boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.</p>
QUALIFICATIONS:	<p>Education: A High school diploma or equivalent is required.</p> <p>Experience: A minimum of two (2) years of work experience in Supply Chain Management, Inventory Management and/or related area.</p> <p>Language: Fluency in both spoken and written English and Arabic is required</p>
ADDITIONAL INFORMATION:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>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.</p>