
MINUJUSTH JOB OPENING

Job Title & Level:	Centralize Warehouse Storekeeper (IC-3)
Department/Office:	Centralize Warehouse Unit
Location:	Port-au-Prince
Posting Period:	From 13 April to 21 April 2018
Job Opening Number:	MINUJUSTH-CIC-008-2018

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to minujsth-ic-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

Organizational Setting and Reporting Relationships:

This position is located in Centralize Warehouse Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

Responsibilities:

Centralized Warehouse Storekeeper Accountability

The Centralized Warehouse Storekeeper under the daily operational supervision and guidance of the Logistic Assistant Supervisor and guidance of the Chief CW shall have the following responsibilities:

Responsibilities:

- Assists in inventory project and monitoring of stocks in warehouse
- Assist in receiving all deliveries of mission supplies.
- Assists in Conducting physical inspections and quality control of UN property to ensure that all items are accounted for and in serviceable condition.
- Maintain all working environment safe and clean at all time.
- Performs data entry of the goods receipt reports in UMOJA.
- Updates all physical verification records and data entry in UMOJA.
- Loading and unloading trucks, moving sea containers.

- Assist with technical person for inspection of incoming shipment/Purchase Order
- Assist with the daily Issuance of materials /assets to the customers.
- Record the number and the kinds of supplies.
- Disseminate the supply in its designated areas inventory FIFO/FEFO rules.
- Securing the status of each supply.
- Checking possible damages or scratches.
- Handling material physically.
- Keep daily reports and perform daily spot-checks of materials.
- Schedule work in cooperation with other trades and suppliers.
- Operates material handling equipment on daily basis.
- Perform other related duties as required.

Competencies

- **Professionalism:** 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.
- **Communication:** 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 match audience; demonstrates openness in sharing information and keeping other informed.
- **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.

Education

- **High School diploma or equivalent required. Training in Warehousing is desirable.**

Work Experience

- **At least three (3) years of progressively responsible experience in Warehouse or related area is required.**

Languages

- English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in oral and written English and French is required