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## MINUJUSTH JOB OPENING

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<b>Job Title &amp; Level:</b>	<b>General Supply Assistant (IC-4)</b>
<b>Department/Office:</b>	<b>Life Support Unit</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 13 April to 21 April 2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-019-2018</b>

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

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### 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](mailto: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 Life Support Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

### Responsibilities:

#### General Supply Assistant Accountability

The General Supply Assistant under the daily operational supervision and guidance of the supervisor in charge and guidance of the Chief Life Support shall have the following responsibilities:

- Assist in inventory project, Customer's need and orientation
- Performing 100% physical verification of items provided to clients and assess the conditions of maintenance.
- Keep daily reports
- Securing the status of each supply.
- Checking possible damages or scratches
- Write reports on the status of items, as a result of the physical verification process and advise on repairing, replacement and/or write-off process.
- Coordinate with the relevant operational Units for repairing/replacement of items
- Assist with inspection of incoming shipment/Purchase Order
- Record the number and the kinds of supplies.

- Distribute the supply in its designated areas.
- Handling material physically
- Schedule work in cooperation with other trades and suppliers
- 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 vocational training from a recognized and accredited Institution.

### **Work Experience**

- At least four (4) years of progressively responsible experience in the same trade.

### **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