
MINUJUSTH JOB OPENING

Job Title & Level:	Asset Assistant (IC-3)
Department/Office:	Supply Chain
Location:	Port-au-Prince
Posting Period:	From 14/09/2018 to 20/09/2018
Job Opening Number:	MINUJUSTH-CIC-023

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:

The Asset Assistant reports to the Project Coordinator. In this role, the Asset Assistant performs and coordinates administrative and programmatic tasks with a flexible level of direct supervision. The Asset Assistant is expected to conduct research on relevant issues and organizations, and help with communications, individual projects with Mission-wide implications, perform administrative duties, including maintenance of project documentation, plans, and reports.

Responsibilities:

Under the direct supervision of the Project Coordinator, the Asset Assistant shall:

- Supporting the Team in identifying assets and expendables that are surplus to MINUJUSTH requirements.
- Supporting the verification exercise by checking the accuracy of records and location of property;
- Preparing inventory reports as required.
- Assisting in the distribution of all surplus assets and expendables to targeted priority MINUJUSTH projects.
- Documenting and following up on important actions and decisions from meetings.
- Preparing necessary presentation materials for meetings.
- Ensuring project deadlines are met.

- Scheduling, facilitating meetings and teleconferences, including invitations, collation of responses and other communications as necessary in order to ensure proper integration and to resolve issues in a timely manner.
- Creating a project management calendar for fulfilling each goal and objectives.
- Collaborating with the whole project team, contributing to the entire project lifecycle.
- Organizing and monitoring schedules and see that deadlines are met.
- Reporting updates.
- Completing any necessary administrative tasks, such as research and email.
- Database maintenance.
- Preparation of presentations and reports.
- Providing administration and coordination support as required.

Competencies

- Competency in Microsoft applications including Word, Excel, and Outlook
- Verbal, written and presentation skills.
- Ability to work effectively both independently and as part of a team.
- Experience using computers for a variety of tasks.
- Knowledge file management, transcription, and other administrative procedures.
- Ability to work on tight deadlines.
- Synthesizing, editing and proofreading skills.

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 Degree in relevant field is required.

Work Experience

A minimum of three (3) years of responsible work experience in Asset Management/Warehousing/Inventory Control

Language

Fluency in oral and written English is required. Knowledge of French is desirable.