
MINUJUSTH JOB OPENING

Job Title & Level:	Project Assistant (IC-4)
Department/Office:	Procurement
Location:	Port-au-Prince
Posting Period:	From 14/09/2018 to 20/09/2018
Job Opening Number:	MINUJUSTH-CIC-022

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 the Procurement Unit. The incumbent reports to a Supervisor and to the Chief of the Unit.

Responsibilities:

The Project Assistant provides computer and technology support to the Asset Distribution Team.

Under the direct supervision of the Project Officer, the Project Assistant shall:

- Providing overall management, tracking, maintenance and reporting of surplus assets and non-expendables
- Responsible for administrative duties within the IT asset distribution function
- Recording surplus assets and expendable list
- Providing report and status of list of surplus assets and expendables at all stages of the project.
- Maintaining, updating and ensuring accuracy of database
- Providing administrative and technical support in managing relevant UN asset control database.

Competencies

- Proficiency in Microsoft applications including Word, Excel, Outlook, word processor, spreadsheet, power point, database software, and the internet and inventory database applications
- Verbal, written and presentation skills.
- Resource and time management ability
- Good record keeping and organization.

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 is required. Diploma in relevant field is considered an asset

Work Experience

A minimum of four (4) years of responsible relevant experience in Information Technology and Communications field or warehousing, inventory control and/or other related field.

Languages

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