



United Nations Interim Administration Mission in Kosovo
RECRUITMENT UNIT
Human Resources Section

Job Opening – *Internal/External*

Job Opening #: MIK (N) 19-001 2nd issuance	Deadline: 16 May 2019
Post Title: Associate Property Management Officer	Level: NO-B
Organizational Unit: Property Management Unit	Location: Pristina
<p>UNMIK invites qualified internal applicants and as well as external applicants in the relevant occupational group to apply for the position highlighted below. Interested applicants should submit a cover letter, Personal History Profile (PHP) or Personal History form (P.11) and copy of the latest two Performance reports (if applicable).</p> <p>Kindly note that applications upon receipt will be reviewed and <u>only applicants who are short-listed will receive an acknowledgement within six weeks from the deadline for submission of applications.</u></p> <p style="text-align: center;"><i>Please indicate the Job Opening number in the subject of your e-mail</i></p>	

DUTIES AND RESPONSIBILITIES:

Within limits of delegated authority, the Associate Property Management Officer will be responsible for the following duties:

- Planning the property management operations, monitors progress through statistical analysis of database records and monthly progress reports for the Unit; Monitors ongoing operations of the Unit, the regular site visits of field mission offices and physical inspections and verification of UN property; Liaise with the Cost Centers, Procurement Section, Movement Control Unit and Central Warehouse at the mission on matter related to Inventory Control, Receiving and Inspection as well as Disposal activities of UN Property; Assists with planning of the proper disposal of hazardous waste, of written-off property and of some commodities representing a risk to the environment, in order to avoid any pollution or contamination; Ensures the maintenance of accurate and auditable records, in both hard and electronic format, for accountability of UN Property at the mission in conformance with Administrative Instructions, HQ/DOS guidelines and mission Property Management standard operating procedures; Ensures proper utilization and enhancement, as required, of the established business intelligence and management tools to monitor and evaluate the overall progresses of the Mission's property management activities; Ensures that incoming shipments are processed through Umoja and Receiving and Inspection reports are prepared in Umoja ensuring that anomalies are identified in Discrepancy Reports and addressed immediately;
- Preparation of periodic performance reports in line with the HQ quarterly reporting regime, reviews and ensure accuracy of data; Prepares accurate and auditable statistical reports for management in missions and DOS and draft correspondence as required; Liaise with relevant departments / sections to achieve synergistic work performance and allocation of resources in property management tasks. Organize meetings and presentations to ensure relevant staff are kept abreast of new developments in property management rules and procedures, as promulgated by DOS;

- Drafting and compiling Standard Operating Procedures (SOP) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Section/Unit, including terms of reference and job descriptions for the Staff in the Unit; Identifies issues and implement solutions to problematic areas related to Property Management.
- Monitoring and reporting; measuring and analyzing performance against KPI; Identify gaps and provide reporting to senior management on progress and challenges: Provide recommendations for improvement.
- Plans the maintenance of the fixed assets register by recording information related to fixed assets, ensure accuracy and integrity of property records; Ensures accurate tracking of existing fixed assets, implement and monitor the periodic physical verification process; Assists with the preparation and verification of periodic IPSAS financial reports on Property Plan and Equipment and Inventory (year-end reports, monthly reports), ensure timely submission as per HQ LSD Guidelines.
- Performs other duties as required.

COMPETENCIES:

- **Professionalism:** Shows pride in work and in 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.
- **Teamwork:** Work collaboratively with all colleagues to achieve organizational goals; solicit input by genuinely valuing others' ideas and expertise; is willing to learn from others; place team agenda before personal agenda; support and, when applicable, act in accordance with final group decision, even when such decisions may not entirely reflect own position; share credit for team accomplishments and accept joint responsibility for team shortcomings.
- **Planning & Organizing:** Develop clear goals that are consistent with agreed strategies; identify priority activities and assignments; adjust priorities as required; allocate appropriate amount of time and resources for completing work; foresee risks and allow for contingencies when planning; monitor and adjust plans and actions as necessary; use time efficiently.
- **Judgement/Decision making:** Identifies the key issues in a complex situation and comes to the heart of the problem quickly; gathers relevant information before making decision; considers positive and negative impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

QUALIFICATIONS AND EXPERIENCE

Education: Advanced University degree (masters or equivalent) in, Logistics Management, Supply Chain Management or related field. A first-level university degree with 2 additional years of experience may be accepted in lieu of the advanced university degree. Certification in Prince 2 or other project management methodologies is desirable. Certification in Fixed Asset Management is desirable.

Experience: A minimum of 2 years of progressively responsible experience in asset management and property control management is required. Experience in support services and logistics/supply management or related area is required. Experience in Property Management in field operations is desirable. Experience gained in UN field operations is desirable. Experience in development and implementation of ERP asset and inventory management solution is desirable. Experience in IPSAS accounting is desirable.

LANGUAGES:

French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; Knowledge of another UN official language is desirable.

SPECIAL NOTE:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 19-001 2nd issuance](#) along with completed PHP/P11 to the attention of Human Resources Section by mail, fax or email to the following addresses:

P P.O. Box 999,10000 Pristina, Kosovo,

Fax No: +381-38-504604 ext 5848

E-mail to unmik-recruitment@un.org

The UN is an equal opportunity employer and welcomes applications equally from men and women. It is a UN Policy to give full consideration to disabled candidates whose disablement does not militate against the effective performance of the duties of the post.

