



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

Job Opening – *Internal/External*

Job Opening #: MIK (N)20-003	Deadline: 28 July 2020
Post Title: Property Management Assistant	Level: GL-5
Organizational Unit: SCM- Supply Chain Performance Cell	Location: Pristina
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).	
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> <i>Please indicate the Job Opening number in the subject of your e-mail</i>	

DUTIES AND RESPONSIBILITIES:

Under the supervision of the Property Management Officer, the incumbent is responsible for overall management activities of the Property Management, ensuring proper implementation of property management procedures, in compliance with IPSAS procedures and finance rules and regulations while guiding, monitoring and advising the relevant units in order to ensure full implementation of them within the Mission.

- Conducts physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;
- Interacts with other property management stakeholders and providers of services, Self-Accounting Units (SAUs), Procurement Section, Central Warehouse Unite, and Local Property Survey Boards, as appropriate;
- Perform inspection of incoming and outgoing materials and ensure data accuracy and enrichment of equipment and Fixed assets such condition, Cost Centre, and asset master record.
- Prepares and submits Receiving and Inspection (R&I) reports, discrepancy reports, and disposal reports for the unit chief's approval;
- Conducts inspection of consumables, jointly with the Warehouse staff to ensure efficiency on counting and controlling and clear differences in Umoja;
- Monitors the Inventory Management database, ensures the anomalies are identified in Discrepancy Reports and reconciliation is addressed immediately an on timely manner
- Maintains daily accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals, and Standard Operating Procedures (SOPs);

- Updates all physical verification records and data entry in electronic inventory management system;
- Assist stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the UNHQ guidelines and mission's SOPs;
- Produces Umoja Business Intelligence reports on weekly/monthly basis and when requested by supervisor.
- Assists with the preparation and verification of periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), ensures compliance with the Property Management Performance Report and associated Key Performance Indicators (KPIs).
- Assists in drafting statements of requirements for contracts and services for disposal;
- Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;
- Assist SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;
- Assists in carrying out Board of Survey functions as and when required;
- Prepare statistical analysis and trend analysis on United Nations property;
- Performs other duties as required.

COMPETENCIES:

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter i.e. dynamics of the location within the organizational unit; 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.
- **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 people 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.

QUALIFICATIONS AND EXPERIENCE

Education: High school education with confirmed diploma or equivalent is required. Technical/Mathematical background or education is desirable.

Experience: At least five (05) years of progressively responsible experience in Property Management in field operations, or related area with assets, equipment, warehouses, logistics or similar is required.

LANGUAGES:

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

As specified above, internal/external applicants are requested to submit a cover letter referring to [Job Opening No. MIK \(N\) 20-003](#) 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.