



Individual Contractor (IC) Opening for Supply Chain Assistant UNSMIL-IC-3-13/2017 (Open for 07 days)	
Title:	Supply Chain Assistant
Level:	GL-3
Post #:	
Duty Station:	Tunis
Section:	Central Warehouse & Distribution Section
Date of Issue:	14 July 2017
Deadline for applications:	20 July 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to divinep@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-3-13/2017)</p>
Job Description	<p>Responsibilities: Under the overall guidance of the Chief Logistics and Central Warehouse & Distribution Section, the Supply Chain Assistant will be responsible for the following duties:</p> <ul style="list-style-type: none"> • Ensure products movement from suppliers to retail outlets; • Take inventory and analyze all documentation such as invoices, bills and other supply documents. • Prepare shipping documentation; • Analyze items and check the quality of materials before preparing them for dispatch; • Solve customers complaints and problems; • Make sure all supplies are sent on due time; • Make sure goods reach the correct destination; • Monitor the stock levels; • Register all documents and handle customers and suppliers databases; • Ensure compliance with supply chain activities standards and regulations; • Establish and maintain collaborating relationships with customers, suppliers and supply chain staff; • Keep maintenance within the warehouse;



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	<ul style="list-style-type: none"> • Perform research activities in order to identify new solutions for logistical challenges; • Perform several clerical duties for management; • Prepare reports concerning supply chain operations; • Assist the supply chain manager in planning and organizing the distribution of goods.
Competencies:	<p>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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p>
	<p>Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.</p>
	<p>Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.</p>
Qualifications:	<p>Education: High school diploma or equivalent.</p> <p>Experience: A minimum of two (02) years of work experience in Supply Chain Management, Inventory Management, ERP systems, SAP or related area.</p> <p>Language: Fluency in spoken and written English and Arabic.</p>
Additional information:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>

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