

**United Nations Mission in Liberia
(UNMIL)**

Vacancy Announcement- Internal/External

Vacancy#:	Deadline: 30 March 2017
Post Title: Warehouse Workers (10 Positions)	Level: Individual Contractor (IC)
Organizational Unit: Supply Chain Management	Location: Star Base-Monrovia
Initial Appointment: Initial three (3) months subject to operational requirements and satisfactory performance	IMIS Post #:
	Indicative Minimum Annual Gross Salary:
UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Management Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org. Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.	

Warehouse Worker Job Description

Perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, packing and shipping orders, or managing, organizing and retrieving stock in the warehouse.

Essential duties and responsibilities

- Assist shipping and receiving unloading trucks and checking in merchandise
- Prepares orders by processing requests and supply orders; pulling materials; packing boxes; placing orders in delivery area
- Sort and place materials or items on racks, shelves or in bins according to organizational standards
- Open bales, crates and other containers
- Maintains inventory controls by collecting stock location orders, printing request, recording amounts of materials or items received or distributed through a computer. May also assist in counting of physical inventory
- Maintains safe and clean work environment by keeping shelves, pallet area, and work stations neat; Sweep, dust and mop. Organize warehouse and work area for orderliness at all times
- Wear the proper safety equipment

Knowledge and Skills Requirements:

- A warehouse worker must at least know how to read and write. Basic arithmetic skills are needed as well, since they will be counting the stocks and keeping record of it. He/she must be organized and punctual, and not easily distracted. Warehouse workers must also be physically fit.

.Physical demands and abilities

- Regularly required to use hands to finger, handle or feel, reach with hands and arms and talk or hear
- Regularly lift occasionally lift and/or move objects
- Frequently required to stand, walk, stoop, kneel, crouch or crawl
- Occasionally required to sit and climb or balance

- Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust and focus
- Healthy with good medical standing.

Competencies:

- **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

<p>Preference will be given to equally qualified women candidates. Completed detailed applications documentation as specified above referring to <u>Vacancy</u> - should be forwarded to the attention of: Human Resources Management Section, UNMIL Logistic Base, Star Base, Monrovia</p>
