

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

**Advertisement – Temporary Vacancy Announcement-  
Internal/External**

<b>Vacancy#:</b> UNMIL-SUB-DDMS-PMS-17-2279	<b>Deadline:</b> 31.10.2017
<b>Post Title:</b> Property Disposal Assistant ( <b>One Position</b> )	<b>Level:</b> GS-4
<b>Organizational Unit:</b> PMS/PDU	<b>Location:</b> Monrovia
<b>Initial Appointment:</b> Initial 3 MONTHS subject to funding of the post and satisfactory performance.	<b>Umoja Post#:</b> 57841
	<b>Indicative Minimum Annual Gross Salary:</b> USD

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 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](mailto:unmilrecruitment@un.org) . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.**

**Description of Main Duties:**

The position is located in the United Nations Mission in Liberia. The incumbent works under the supervision of the International Property Disposal Assistant and/or Chief/Officer in Charge of Property Disposal Unit (PDU) in Property Management Section (PMS).

**Responsibilities:**

Under the guidance and direct supervision of the International Asset Disposal Assistant and/or the Chief of Property Disposal Unit, the PDU Assistant will be responsible for the following tasks within the Property Disposal Unit:

- Assist in the efficient and effective disposal of hazardous waste, written-off assets/property and some commodities representing a risk to the environment;
- Take part in Board of-Survey (BoS) for the write-off of assets with various Technical Units ITUs) in Monrovia and regions outside Monrovia, as required;
- Support the disposal of asset through scrap contract, commercial sales and gifting;
- Update Galileo and shared drive accordingly;
- Assist with the receiving processes, including verifying delivery quantities from all the Technical Units (TUs), and report any irregularities to the supervisor;
- Remove the barcodes from assets designated for commercial sale, disposal through scrap or gift.
- Assist with the proper movement and safe storage of assets, as required under directions of the supervisor;
- Keep track of all UNOE in use by PDU and located in PDU yard;
- Support the disposal of shredded materials, as required;
- Support in the burning of medical waste using the incinerators;
- Support in disposal of used oil, batteries, tires and materials;
- Support the activities in maintaining clean and healthy environment of PDU yard;
- Any other PDU activities and administrative related activities, as directed by the direct supervisor and/or OIC/Chief Property Disposal Unit.

### Competencies

•**PROFESSIONALISM:** Knowledge of, and ability to apply financial rules, regulations and procedures in the UN environment. Ability to maintain accurate records, review and interpret a wide variety of data. 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.

•**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.

•**ACCOUNTABILITY:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

### **Education**

High school diploma or equivalent.

### **Work Experience**

Experience in asset management, property management, Umoja and administrative services or related area is desired. Experience with Galileo, Umoja or other enterprise resource planning system is required.

### **National Driving license is a requirement.**

### Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

**Preference will be given to equally qualified women candidates.**

**Completed detailed applications documentation as specified above referring to  
Vacancy#: UNMIL-SUB-DDMS-PMS-17-2279 should be forwarded to the attention of:**

**Human Resources Management Section, UNMIL Headquarters, 7<sup>th</sup> Floor – Pan African Plaza, Tubman  
Boulevard, Monrovia**