UN VOLUNTEER DESCRIPTION OF ASSIGNMENT
CODR000721--Integrated Warehouse Assistant

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

Country of Assignment
Democratic Republic of Congo

Host Institute
UN Organisation Stabilisation Mission in the DRC

Volunteer Category
International Specialist

Number of Volunteer
2

Duration
until 30-06-2021

Possibility of Extension
Yes

Expected Starting Date
Immediate

Duty Station
Kinshasa [COD], Bukavu [COD]

Assignment Place
Family Duty Station

Assignment Place Remark
Assignments with family and non-family (KINSHASA & BUAKAVU)

Living Conditions
The Democratic Republic of Congo is the second largest country in Africa, and as a result is quite diverse. Living conditions therefore vary between MONUSCO duty stations, with all usual amenities present in the capital Kinshasa, but only very basic conditions in remote duty stations in the provinces, where, for instance, there may be no guarantee of public power supply nor running water. The ability to live and work in difficult and harsh conditions of developing countries is essential. Accommodation is very expensive in both Kinshasa and Lubumbashi. Supermarkets exist in the large towns (e.g., Bukavu, Kisangani), but consumer items are generally very expensive (as everything is imported). For food, local markets offer a much cheaper alternative. All MONUSCO duty stations are considered non-family duty stations, except for Kinshasa, Lubumbashi and Entebbe which are now...
considered family duty stations, and most are currently under UN Security Phase III ("relocation phase": internationally-recruited staff are temporarily concentrated or relocated to specified sites/locations). In addition to insecurity related to the relatively volatile political situation as well as various conflict situations, certain places are subject to increasing street and residential crime, including in Kinshasa and Goma.

Some degree of medical service is provided in all MONUSCO duty stations. Certain vaccinations are mandatory for MONUSCO personnel to enter the DRC, while others are compulsory for all other incoming persons. It is possible for incoming MONUSCO personnel, including UN Volunteers, to be asked to provide proof of some or all vaccinations, though this is unlikely. All UN Volunteers must ensure that they are up-to-date with all appropriate vaccinations, which should be clearly and properly endorsed in the International Certificate of Vaccination ("carte jaune"). Malaria is present virtually throughout the DRC, and it is therefore recommended to take prophylaxis.

The unit of currency is the Congolese Franc. The US dollar is the other preferred currency. It may be impossible to exchange traveller’s checks away from the capital city. Credit cards are usually accepted in major hotels only in Kinshasa. In larger towns and cities (e.g. Kinshasa, Goma, Bukavu, Kisangani), UN Volunteers are recommended to open US Dollar bank accounts, while in other places, banks may be absent (including ATMs) and VLA payments will be processed in cash. UN Volunteers have the possibility to send part of their allowances to a bank account abroad.

In addition to French, there are four major spoken languages in DRC, namely Lingala, Kikongo, Tshiluba and Swahili.

## Assignment Details

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>Integrated Warehouse Assistant</th>
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<tbody>
<tr>
<td><strong>Organizational Context &amp; Project Description</strong></td>
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<tr>
<td>The United Nations Organization Stabilization Mission in the DR Congo (MONUSCO) was established in 1999 under the auspices of the UN Department of Peacekeeping Operations (DPKO). – <a href="http://monusco.unmissions.org">http://monusco.unmissions.org</a>.</td>
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<tr>
<td><strong>Sustainable Development Goals</strong></td>
<td>16. Peace, Justice and Strong Institutions</td>
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<td><strong>Task description</strong></td>
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<td>Under the direct supervision of the Chief Integrated Warehouse (IW), the duties of the Integrated Warehouse Assistant will include but are not limited to the following:</td>
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<td>- Development of a meaningful transaction history file of assets using both manual and automated Enterprise Resources Planning (ERP) tools such as UMOJA and requisite reporting abilities and capabilities.</td>
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<td>- Conduct accurate inventory performance analysis using the following metrics: service levels, comparative forecast calculations, unusual usage, safety/contingency stock calculator, minimum/maximum analysis, excess inventory analysis, ranking (ABC) analysis;</td>
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<td>- Manage analysis and performance monitoring of the effectiveness and execution of asset control procedures in the IWs;</td>
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<td>- Ensure accountability and proper tracking mechanisms to meet the expected organizational standards and goals;</td>
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<td>- Identify and implement solutions to problematic areas of the asset control process and oversee that an effective support organization for the asset control system and the control of UN property is sustained;</td>
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<td>- Verify the accuracy of the data recorded/updated in the assets control system;</td>
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<td>- Monitor and verify accuracy of inventory data captured in the Inventory Management System UMOJA or equivalent systems.</td>
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<tr>
<td>- Monitor the Inventory Management System to ensure that all non-expendable items that have been received in the mission are entered and all records are updated by the Receiving &amp; Inspection Unit correctly.</td>
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<td>- Identify discrepancies in the inventory and liaise with asset holders to resolve problems, when required;</td>
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Qualifications/Requirements

- Create customized views through Business Intelligence Reports or other reporting tools in order to analyze inventory status, as required;
- Monitor the assets and material in the Integrated Warehouse;
- When overseeing the work of national staff or (non-)governmental counterparts, including Implementing Partners (IPs), the incumbent is strongly encouraged to set aside dedicated time for capacity development through coaching, mentoring and formal and on-the-job training;
- Perform any other related task as required by the supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day). Be acquainted with and build on traditional and/or local forms of volunteerism in the host country. Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application. Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers. Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- 100% data accuracy in the UMOJA Inventory Management system for both expendable and non-expendable assets.
- Zero discrepancy tolerance;
- Development of capacity through coaching, mentoring and formal on-the-job training, when working with national staff or (non-) governmental counterparts, including Implementing Partners (IPs);
- Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

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<th>Required Degree Level</th>
<th>Bachelor degree or equivalent</th>
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Education - Additional Comments

Logistics, Warehouse, Supply Chain, Business Administration, OR any other related field.

Required experience | 36 months

Experience Remark

At least 3 years working experience in a warehouse environment, property control work, inventory management assignments, or an R&I background with an equivalent accumulated amount of field experience. Good knowledge and experience of Inventory Management Systems and understanding of the policies and procedures relating the UN field assets management.

Language
Conditions of Service and other information

Area of Expertise

- Inventory, asset and warehouse management Mandatory
- Other premises management/maintenance, supply, or purchasing related experience Mandatory

Area of Expertise Requirement

Good knowledge of Windows Microsoft Office programs, especially Access, Word, Excel and other Microsoft professional programs; knowledge of Galileo and UMOJA or general knowledge in SAP applications is preferable

Need Driving Licence

Yes

Competencies & Values

- Client Orientation
- Communication
- Creativity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service for International Specialist:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview...
are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,651. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;

- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

CODR000721-7590

**Application procedure**

* Not yet registered in the UNV Talent Pool?

First register your profile at https://vmam.unv.org/candidate/signup.

Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

First update your profile at https://vmam.unv.org/candidate/profile.

Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call to which you would like to apply.

**Application deadline: 1st September 2020**

doa.apply_url  
https://vmam.unv.org//candidate/show-doa/Q09EUjAwMDcyMQ==

**Disclaimer**

*United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.*