



**Vacancy No.:** VA/UNSSC/004/2021

**Post Title and Level:** Logistics Clerk (G3)

**Organizational Unit:** Operations

**Duty Station:** Turin, Italy

**Duration:** One year, extension of the appointment is subject to availability of funds and satisfactory performance

**Deadline for applications:** 6 May 2021

**UNSSC provides a work environment that reflects the core values: integrity, professionalism and respect for diversity. We strongly encourage qualified women candidates and candidates from developing countries to apply.**

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The United Nations System Staff College (UNSSC) is the primary provider of inter-agency training and learning for staff of the United Nations system. Its overall objective is to promote and support UN inter-agency collaboration, increase the operational effectiveness of the UN system as a whole and provide UN staff with the required skills and competencies to face today's global challenges.

UNSSC conducts a variety of learning and training activities, in Turin and Bonn, UN Headquarters as well as the regional and country levels. All such activities effectively respond to the cross-agency, far-reaching reform agenda of the United Nations

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**Organizational context:**

The main goal of the Operations unit is to provide effective support to the Staff College's strategic priorities in the short, medium, and long term. Its main mandate is to provide timely, efficient and effective support to the Staff College with respect to the full range of budget, finance, human resources, information & communication technology (ICT), procurement and support services.

Reporting to the Chief of Operations the Logistics Clerk will provide general logistics support to the Staff College, and when required, he/she should act as the driver of the UNSSC vehicle.

**Terms of reference**

Specific responsibilities include:

**Logistics support and procurement of low-value goods and services (30%)**

- Assist in procurement of low-value goods and services for UNSSC (stationery, branded gadgets, printing of business cards, insurance services etc.);
- Establish a price/cost tracking system (e.g. Excel) for low-value acquisitions and services;
- Help with preparation and moving of materials for training events held on UN Campus;
- Keep inventory of office supplies and equipment; and
- Keep the UNSSC archives in good order;
- Establish a tracking system for paper and other office consumptions.

#### Assistance to newly recruited UNSSC staff (15%)

- Assist newly recruited officials in obtaining access to the UN Campus and UNSSC premises;
- Prepares documents for the Italian Ministry of Foreign Affairs with regard to the issuance of CD plates for senior staff and assist staff members in obtaining either local or CD plates;
- Prepares documents for the Italian Ministry of Foreign Affairs with regard to the provision of fuel coupons for professional staff and serves as a focal point for communication with the fuel company;
- Assist new staff members in obtaining the social security number;
- Liaise with the ITC/ILO for the staff member's badge to access the UN Campus;
- Perform other duties as required.

#### Maintenance of UNSSC office vehicle (5%)

- Maintain and monitor the office vehicle and ensure, that the vehicle is clean both inside and outside. Arrange appointments for possible repairs and regular vehicle check-ups; ensure cost-savings and prepare reports accordingly;
- Ensure availability of all vehicle required documents and supplies including insurance, logs, road maps, first aid kit, maintain tools;
- Register all necessary and important information in the log books (mileage, maintenance, and fuel/lubricants) and ensure that all required safety rules and steps are duly followed;

#### Driving UNSSC office vehicle (20%)

The driver must be in compliance with the UN Administrative Instruction for road and driving safety (ST/AI/2010/6). In addition, he/she should:

- Provide transportation support for designated visiting/senior UN officials;
- Drive UNSSC official car safely for the transport of UN officials and other authorized personnel, including out of country travel;
- Use the UNSSC official car to collect and deliver mail, pouch, documents, general goods and other items; make deliveries for special/urgent correspondence/packages, as required; obtain receipts to ensure accurate accounting of daily deliveries.

#### Maintenance of UNSSC office premises (30%)

- Coordinate and organize internal office moves and assess the costs involved;
- Follow up on required interventions regarding the maintenance of UNSSC premises (construction, removal of partitions, painting, etc.) in liaison with the Administration of the UN Campus (ITC-ILO) where the UNSSC is based, including technical interventions for maintenance of electrical installations, hydraulic installations and heating/air conditioning;
- Liaise with the UN Campus administration in relation to cleaning of UNSSC premises and provide routine control of offices and facilities where cleaning is concerned;
- Ensure that office premises are maintained in a condition in full compliance with UN and local regulations.

#### **Competencies:**

Professionalism: Proven ability to drive safely in local and long-distance traffic conditions; proven ability to keep accurate records of the use of the vehicle, ability to follow instructions, ability to undertake vehicle repair and to work in a polite, courteous and cooperative manner and within a multicultural environment. Knowledge of policies, practices and regulations on management of supplies, purchasing and logistics.

Knowledge of protocol procedures related to the issuance of CD plates. Ability to maintain accurate records and prepare reports on a wide variety of data.

Teamwork: Acting as a team player and facilitating team work; working collaboratively with colleagues to achieve organizational goals; willing to learn from others

Planning and organizing: Organizing and prioritizing work schedule to meet client needs, observing deadlines and achieving results.

Client orientation: Maintaining effective client relationships; reporting to internal and external clients in a timely and appropriate fashion.

**Qualifications:**

Education: Secondary education/high school diploma; valid driver's licence, knowledge of international driving rules and regulations.

Experience: Minimum of three years' work experience in office maintenance and small procurement is required. Experience as a driver, preferably with UN agencies is required; safe driving record is required.

Languages: Good knowledge of Italian and conversational level of English.

**Submission of applications:**

The application (in English) should include the following:

- a duly completed, updated and signed P11 form ( <http://www.unssc.org/sites/unssc.org/files/p11un.doc> )
- a motivation letter elaborating in a concise style why you consider yourself qualified for this position