



**United Nations Assistance Mission for Iraq (UNAMI)**  
**INTERNAL \EXTERNAL VACANCY ANNOUNCEMENT**

<b>Job Opening No.</b>	<b>205712</b>	<b>Deadline</b>	<b>12/04/2023</b>
<b>Post Title</b>	<b>Requisitions Assistant</b>	<b>Level</b>	<b>G5</b>
<b>Organizational Unit</b>	<b>Acquisition Planning and Requisitioning Unit</b>	<b>Location</b>	<b>Baghdad</b>
<b>VA date:</b>	<b>29/03/2023</b>		

**DUTIES AND RESPONSIBILITIES**

Under the overall guidance and supervision of the Head of the Acquisitions Planning and Requisitioning unit, the incumbent will perform the following duties:

- Prepares requisitions for diverse services and commodities (e.g. information technology and communication equipment, vehicles, medical equipment and supplies, food rations, fuel, construction and building maintenance materials, furniture and fixtures, stationery and office supplies, etc.) in a timely manner in accordance with the guidance of the Requisitions Officer and monitors status of requisitioning and procurement processes of assigned categories, resulting into an optimal delivery schedule to meet mission's requirements.
- Keeps relevant internal databases and files up to date in order to keep track of any contractual agreements and informs the various stakeholders regarding the assigned categories.
- Selects correct items from the Material Master when raising shopping carts in order to buy items from catalogues related to global or regional systems contracts.
- Prepares requisitions for service contracts requirements and maintenance plans in accordance with the contract terms and instructions received from the Requisitions Officer.
- Verifies that all requisitions for goods have accompanying requisitions for freight forwarding, as appropriate, and includes guidelines for suppliers for detailed packing instructions and delivery plan by destination.
- Applies adequate lead times from requisitioning so that realistic foreseen delivery dates are duly inserted in the requisitions, also ensures that all requisitions are in compliance with contract terms and agreed delivery schedules.
- Interacts with internal stakeholders, such as the technical units within Service Delivery and Supply Chain Sections, to obtain technical specifications, e.g. Statements of Work (SOWs), Terms of Reference (TOR), etc., for various services and commodities not available from existing stock or systems contracts, ensures completeness of the requirement and technical evaluation criteria.
- Liaises with Procurement unit regarding the procurement process for raised requisitions and maintains relevant internal databases and overviews in order to keep track of outstanding requisitions and keeps the various stakeholders informed of their status.
- Alerts requisitions officer and Acquisitions Planning and Requisitioning unit of any recurring requirements in order to optimize the requisitioning and supply chain management process while avoiding duplicate requirements
- Adheres to mission policies and procedures, including Standard Operating Procedures (SOPs), guidelines and instructions governing the requisitioning and procurement processes.
- Supports internal control systems, including maintenance of accurate and complete accounting,

reports all electronic/hard copy records for quality control purposes and ensures proper audit trail

- Performs other duties as assigned.

### QUALIFICATIONS AND EXPERIENCE

**Education:** High school diploma or equivalent is required.

**Experience:** A minimum of five(5) years of progressively responsible professional experience in administration, and in any stage of the (purchasing process, procurement, requisitioning, reporting and specification writing) or in a similar position in other international/national organizations or related field is required.

Experience within UN system is desirable..

**Languages:**English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic is required.

### UN CORE VALUES AND COMPETENCIES

**Professionalism:** Ability to apply good judgement in the context of assignments given to and respond appropriately when difficulties or conflicts arise, tact and discretion in dealing with high ranking officials and with extremely confidential matters. 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.

**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.

### APPLICATIONS

This job opening is advertised on the United Nation Secretariat's talent management platform, Inspira. To submit an application, click "Apply Now" after following this link:

<https://careers.un.org/lbw/jobdetail.aspx?id=205712&Lang=en-US>

Only applications submitted through Inspira will be considered for this job opening. Applicants must have an Inspira account to create and submit applications. Staff members are assigned an employee account upon appointment with their index number as the User ID. Other applicants may create an account.

For guidance on building and submitting applications, refer to the "Applicant Guide" available on the "Manuals" page. To access this page, click "Manuals" on the top of the Inspira homepage after logging into your account.

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.