**Information Management Assistant, GS-5 Level**

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<th>DEADLINE FOR APPLICATIONS:</th>
<th>2 August 2009</th>
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<td>DATE OF ISSUANCE:</td>
<td>3 July 2009</td>
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<tr>
<td>ORGANIZATIONAL UNIT:</td>
<td>Transport Services Unit Kigali</td>
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<td>DUTY STATION:</td>
<td>Kigali</td>
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<tr>
<td>VACANCY ANNOUNCEMENT NUMBER:</td>
<td>KIG-09-ADM-GSSS-TRANS-LL-001</td>
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The appointment is limited to ICTR. Extension of appointment is subject to extension of the mandate and/or the availability of the funds. As the international tribunals are not integrated in the Secretariat, UN staff Members serve on assignment or secondment from their parent department/office if selected.

**Remuneration**


**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

**Responsibilities:**

Under the supervision of the Chief of Unit, the incumbent’s major duties and responsibilities shall be as follows:

(A) **ASSET MANAGEMENT AND INVENTORY CONTROL IMPLEMENTATION**

- Contributing to the proper and efficient inventory control of non expendable and expendable items by:
  1. Coordinating, scheduling and supervising physical inventory taking with Store clerk.
  2. Updating and maintaining inventory records through stock cards, the input and retrieval of data using the Field Asset Control System (FACS) and other electronic database.
  4. Monitoring inventory levels, reordering stock items by creating requisitions and other related activities.
  5. Coordinate the management of Transport assets with Property Control and Inventory Unit, to verify and correlate asset records.
  6. Coordinate the management of Transport assets with Receiving and Inspection Unit for verification and to ensure correctness of items received and accuracy of entries in FACS.
  7. Coordinate with other Self Accounting units for their Physical inventory of Assets for verification by annual basis.

(B) **DATABASE SYSTEM MAINTENANCE AND ADMINISTRATION:**

- Conducting systematic audits of spare parts tracking system database to compare records against actual physical stock on a regular basis. Monitor the databases, cross check any difference between the data entered into the system against the actual physical documents to maintain UNICTR standards.
- Maintaining other database for the issuance of spare parts through work orders on monthly basis to know how many and what amount of spare parts have been used? Also how many quantity of a particular spare part has been utilized?
- Daily measuring of fuel by taking readings, three times a day for accuracy purposes and checked against the stock in Database.
- Daily updating the fuel and mileage in FACS System through fuel issue log sheet given by the fuel attendant so as to have up-to-date Stock for fuel.
- Creating Administrative Write-Off Request (AWR) on Monthly basis for disposal of worn out spare parts.
- Updating the workload indicators on a monthly basis.
- Monitoring the database for the spare part, with the Stores Clerk.

(C) **PROCURING OF GOODS AND SERVICES THROUGH OPENENDED CONTRACTS AND PETTY CASH**

- Regularly coordinating with Arusha for any goods or services replenishment.
- Maintaining petty cash and other petty cash details for replenishment.
- Following up pending requests and purchase orders for which the goods or services have not been received.
- Assist with initiating requests for goods and services to be purchased that are needed by the Unit.
- Purchasing goods or services through petty cash when required.
- Purchasing goods or services through open-ended contracts when required.

(D) **MONITORING OF STAFF ATTENDANCE**

- Follow up of staff attendance and present a monthly report accordingly.
- Submit requests of leave or any other personal claims in coordination with HR or Administration
- Coordinate with Transport Dispatch for the usage of Staff Shuttle Buses and Finance Unit for charges thereof.

**Skills and Competencies:**

- Certificate in computer, statistics or equivalent. Good working knowledge and experience working with Microsoft Access, Excel, Lotus Notes, Mercury.
- Having skills in Accounting and Warehousing.
- Core Competencies:
QUALIFICATIONS

Education

Work Experience
Good working knowledge and experience with ACCESS, EXCEL, WORD, PAINT BRUSH; At least three (3) years experience in auto-spare parts inventory and control, as well as knowledge of universal procurement procedures, including requisitions, service orders, purchase orders, receiving and accounting.

Languages
Very good knowledge of the English language (writing, speaking, reading and understanding) is required. Working knowledge of the local language desirable.

Other Skills
Ability to prepare Monthly Expenditure Tracking Report and reconcile Allotment Accounts.
Ability to prepare budget projections, with appropriate database information of various activities in tables, graphs format.
Ability to operate auto-spare parts inventory and control, as well as knowledge of procurement procedures, including requisition, service order, purchase orders, receiving and accounting.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).

English and French are the working languages of the United Nations Secretariat. The International Criminal Tribunal for Rwanda (ICTR) is a non-smoking environment.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED. SHORLISTED CANDIDATES WILL BE CALLED FOR A TEST.

How to apply
Please send your application to the address, email or fax number indicated below before the deadline.

Human Resources Officer, ICTR P.O. Box 749 Kigali Rwanda
Fax: +250-514994

Applications must be submitted using the United Nations Personal History form (P-11). (Click here to download P-11 form).

The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.

Applicants may wish to retain copies of their completed P-11 form for use for future applications.

Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.

Applicants must attach copies of their last two Performance Appraisal System evaluations to their applications.