

The OSCE Project Co-ordinator in Ukraine (PCU) is seeking a qualified and motivated person to fill the position of:

Asset Management Assistant

Fund Administration Unit

Background:

This post is financed from the Unified Budget of the PCU.

Tasks and Responsibilities:

Under the direct supervision of the National Procurement Officer the incumbent will:

1. Receiving and Inspection

- Perform receiving and inspection of all goods delivered to PCU in line with the OSCE procedures for Receiving and Inspection;
- Inspect all goods for compliance with the quality specifications in accordance with the Purchase Order in co-operation with respective Programmatic staff; obtain approval from respective Programme Managers on compliance of goods with quality and quantity specifications. In case of damage or discrepancies, reject/return shipment to the vendors and in co-operation with the Procurement and Finance Units, take necessary action for updating the Material Management System;
- Perform bar-coding of material assets and attractive items, ensuring proper recording and identification of assets in the Material Management Database; record all receiving transaction in IRMA;
- Monitor receiving transactions in the IRMA system; run reports and provide regular inputs with recommendations for corrective measures.

2. Storage

- Ensure proper storage of goods in line with their respective storage requirements;
- Perform stock taking and bar coding of assets in the Storage Room of the PCU;
- Ensure that corresponding purchase requisitions are submitted and stocks replenished; monitor expiration dates per lot and take measures for revolving and replacement of the stock;
- When required, prepare recommendations to the National Procurement Officer on optimal utilization of storage facilities/capacity.

3. Distribution of goods

- Organize timely and efficient distributing of all goods to their respective end-users in the PCU and projects;
- Supervise the shipment of outgoing materials and makes necessary transactions in the Inventory Database;
- Make recommendations to the National Procurement Officer for improvement of the distribution process.

4. Maintenance of asset inventory:

- Review and update asset description, tag numbers, and categories related information within the IRMA system;

- Monitor and review all receiving transactions for accuracy; and in case of any discrepancy, inform Programme Managers and suggest corrective measures;
 - Maintain files and documentation related to assigned duties and provide reports pertaining to asset locations if and when required by the supervisor;
 - Assist in reconciliation of the PCU's annual asset inventory report by verifying that the locations are correct, all material and attractive assets are bar coded and the assets are assigned to correct locations; ensure accuracy of the information contained in the inventory reports through comparison of the data on the created assets, physical annual verification reports and the actual data contained in the IRMA database; and perform registration and/or adjustment of assets, if required; responsible to conduct the annual physical inventory count and provide correct and accurate data.
5. Assist the National Procurement Officer in preparation of FMMC documentation for assets write-off or donation, and prepares information for asset disposal; participates in destruction of material and provide relevant records;
6. Any other duties as assigned.

Necessary Qualifications

- Secondary education supplemented by studies in commerce or business administration or another relevant field;
- At least four years of relevant experience in stock inventory, acquisition, preferably in international environment;
- Computer literate with practical experience in Microsoft packages; knowledge of the OSCE computer systems (ORACLE, IRMA , etc.) would be an advantage;
- Excellent written and oral communication skills in English and Ukrainian;
- Ability to work with people of different nationalities, religions and cultural backgrounds.

This position is open for residents of Ukraine only. Please use the online application system; the Vacancy Number is **VNUKRG00448**. The deadline for applications is **26 March 2017**. Applications received after the published deadline and off line applications will not be considered. Due to the high volume of applications, only short-listed candidates will be contacted.

The OSCE retains the discretion to re-advertise the vacancy, to cancel the recruitment, to offer an appointment with a modified job description or for a different duration.

The OSCE is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious, ethnic and social backgrounds to apply to become a part of the organization.

Please be aware that the OSCE does not request payment at any stage of the application and review process.