



## Property Management Officer

UN SOS

### Job details

Posted Date	Expire Date	Category	Location
Today	May, 05	Management/leadership	Mogadishu
Type	Salary	Education	Experience
Full Time	---	Secondary	8 - 9 years

### Job description

**Job Opening ID:** 276420

**Job Network :** -**Job Family :** Property and Asset Management

**Category and Level :** Consultants, CON

**Duty Station :** MOGADISHU

**Department/Office :** United Nations Support Office in Somalia

**Date Posted :** Apr 28, 2026

**Deadline :** May 5, 2026

Property Management and Warehousing activities supported.  Database and progress reports monitored and updated.  Property management/Disposal KPIs are met.**Work Location**Mogadishu, Somalia**Expected duration**6 Months**Duties and Responsibilities**Organizational setting and reporting relationships: The position is located in the United Nations Support Office in Somalia (UN SOS), Somalia. The incumbent will be based in Mogadishu and reports to the Chief of Section. Duties and Responsibilities: Within the delegated authority, the Property Management Officer will be responsible for the following duties:  Assurance of Property Management and Asset Disposal Task Force protocols.  Develop and execute current and preliminary asset disposal plan; with coordination of the property management operations and monitoring progress through statistical analysis of database records and progress reports.  Liaises with the Technical Section, Procurement Section and Movement Control Section at the mission on matter related to

Inventory Control, Receiving and Inspection as well as Disposal activities of UN Property. □ Provide root cause analysis of issues/problems related to supply change performance management including property management issues. □ Support Claims and Property Disposal Units in processing disposal backlogs. □ Develop relevant SOPs in conjunction with stakeholders to ensure future handover of responsibilities

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## Skills and qualifications

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### Qualifications/special skills

High School Diploma.

At least eight years of progressive experience in supply chain, property/inventory management, logistics and administration. Working knowledge of SAP systems.

List of competencies:

□ **PROFESSIONALISM:** 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

□ **COMMUNICATION:** Speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.

□ **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.

### Languages

Fluency in both written and spoken English is required.

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## How to apply

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