United Nations Population Fund (UNFPA) is pleased to announce the following vacancy:

**VACANCY NO:** VA-CO-2016-09-13

**OPENING DATE:** 21 Sep 2016

**CLOSING DATE:** 4 Oct 2016

**POST TITLE** Logistics Assistance

**NUMBER OF POSITION** 1 (One)

**CATEGORY** SB3-1 (Service Contract)

**DUTY STATION** Kabul with travel to provinces

**DURATION** Initially for one year with three months probationary period

The Population and Development Strategies (PDS) programme as one of the components in the Third Country Programme Document (CPD4 – 2015 to 2019) of the United Nations Population Fund (UNFPA), Afghanistan was designed to respond to the opportunities and challenges facing the Afghan population with regard to socio-economic development. The programme is comprised of major projects namely:

a) Socio-Demographic and Economic Survey (SDES) with the Central Statistics Organization (CSO);

b) Training Research and Information facility on Population and Development (TRIPOD) with Kabul University (KU);

c) Youth project with Deputy Ministry of Youth Affairs (DMoYA); and

d) Population and Development with the National Committee of Population and Development of the Wolesi Jirga/lower house of the National Assembly;

UNFPA and CSO are jointly implementing the SDES. It being implemented on staggered basis in the different provinces until 2019;

To attend to the management of SDES assets in Kabul and in the provinces, the services of a Logistics Assistant is needed.

**Duties and Responsibilities**
Under the overall direct supervision of the SDES Operations Specialist and technical supervision of Country Office Logistics Associate, the incumbent of the post will be responsible for the following:

- Ensures record keeping and maintenance of inventory items/assets;
- Prepares quarterly consolidated list of inventory items for physical verification purposes; and report to CO Logistics associate for verification.
- Responsible for receipts and handover of all inventory items as per given instruction by CO Logistics and maintain records for all inventory items;
- Responsible for incoming & outgoing items, (goods, equipment & supplies) in / out of stock and ensure safekeeping of items and relevant documents as per given instruction CO Logistics
- Provide monthly stock report to CO Logistics for verification
- Conduct physical stock count on quarterly basis and provide report, including stock balance, loss, damage or any discrepancy, to CO Logistics
- Prepares Receipt & Inspection Report (RIR), handover form and Transfer of Title (ToT) reports for newly procured items and ensure the relevant docs are verified by CO Logistics before conducting physical handover of items to IP/beneficiaries.
- Responsible for coordinating and assisting with the suppliers, SDES unit Country Office and CSO (Central Statistics Organization) for inventory and logistics related matters including the transport/movement of assets/items from/to Kabul;
- To ensure proper tracking of PPE (property, plant & equipment) and mitigating risk of loss and miss use of the items, the incumbent is responsible to immediately report to CO Logistics about movement or change of location of any non-expendable items (fixed asset & office inventory)
- In coordination with CO Logistics, the incumbent is responsible to conduct quarterly and annual physical count of all fixed assets and office inventory in UNFPA office in CSO, and provinces
- Assist CSO and SDES in the preparation of appropriate plan for the procurement and delivery of inventory items and coordinate with relevant provinces with inventory distribution plans;
- Maintains strong communication with CSO, SDES, Country Office and Teams in the field, to assist and resolving day-to-day issues and problems confronting warehousing, inventory management and logistical issues relating to the project;
- Attends meetings at CSO and UNFPA when required, and provides feedback on all logistical matters, and makes recommendations for follow-up actions;
- Must be able to remain focused under pressure, with a commitment to work hard and long hours;
- Should have keen eye for details, looking for perfection in all logistical matters; and
- Perform other duties as required.

**Functional Competencies**

- Innovation and marketing of new approaches;
- Job knowledge/Technical expertise;
- Organizational leadership and direction;
- Leveraging the resources of national governments and partners/building strategic alliances and partnerships; and
- Results-based program development and management.
**Corporate Competencies:**

- Commitment to UNFPA Values/Guiding Principles;
- Performance Management;
- Working in Teams;
- Communication information and ideas/Knowledge Sharing;
- Self-Management/Emotional Intelligence and Conflict management/Negotiating and resolving disagreements; and
- Analytical and Strategic Thinking/Results Orientation/Commitment to Excellence.

**Job Requirements:**

**Academic Requirements:**

- Completion of High School
- Diploma in Procurement and Supply, Warehousing and Inventory Management, Business Administration or other related field is desirable.
- Bachelor’s Degree in Business Administration, Economics, or related field of education is an asset.

**Experience:**

- For high school graduates: at least 5 years of work experience in Procurement and Supply, Warehousing and Inventory Management, Business Administration; For those who have a Bachelor’s Degree in Business Administration, Economics: at least 3 years of experience;
- Familiarity with ATLAS and databases will be an asset;
- Experience with UN will be an asset but not compulsory.

**Languages:**

- Fluent spoken and written English is required.
- Fluency in local languages i.e. Pashto / Dari is required.

**Computer skills:**

- Good computer skills, with familiarity in MS Word, Excel, and MS Power Point.

**Submission Guidelines:**

Interested Afghan Nationals may send the completed United Nations Personal History form (P-11) by e-mail along with an application letter to the e-mail address: recruitment.afg@unfpa.org

UNFPA and reserve the right to appoint at the indicated or lower level and prior to the closing date. We will only be able to respond to those applicants in whom UNFPA has a further interest. Qualified women are particularly encouraged to apply.