



Job title: Programme Associate, Logistics and Supply
Level: GS-7
Position Number: 00189576
Location: Kabul, Afghanistan
Full/Part time: Full-Time
Fixed term/Temporary: Fixed Term
Rotational/Non Rotational: Non-Rotational
Duration: One year (renewable)

Closing date: 8 July 2022

The Position:

The Programme Logistics and Supply Associate assists in the design, planning and management of UNFPA's Supply Chain and Procurement of humanitarian goods by managing data inputs, providing logistical support, monitoring the supplies movements and following up on recommendations. He/ She will be responsible for the humanitarian supplies management and mastering all relevant tools and business processes, providing related guidance to both Country Office (CO) and UNFPA Implementing Partners. S/he takes a client-oriented-results-focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to program staff.

The Programme Logistics and Supply Associate will report to the Logistics and Supply Chain Specialist, Head of Logistics and Supply Chain Cluster.

How the Programme Logistics and Supply Associate can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

The Programme Logistics and Supply Associate will play an instrumental role in facilitating UNFPA's country programme and project implementation, supporting



design, planning and effective management, in the areas of logistics and supply chain management.

The Programme Logistics and Supply Associate will apply established systems and procedures and assist in the creation of knowledge by compiling, synthesizing and analyzing relevant information, developing appropriate mechanisms and systems and ensuring compliance with procedures. Possessing a depth of knowledge of UNFPA inventory management rules, guidelines, and processes, the Programme Logistics and Supply Associate will demonstrate a client-oriented, results-focused approach to interpreting rules, procedures and guidelines. He/ She will act in an advisory manner to programme / project staff to maximize the impact of supplies resources in delivering programmes / projects

You would be responsible for:

- Establish systems and procedures necessary to ensure effective and efficient management of programme supplies purchased by UNFPA for use in its programmes. This includes ensuring that all processes associated with sourcing, shipping, tracking, custom clearance, receiving and inspection, storage, hand over and monitoring of the supplies are designed, duly documented and implemented fully in compliance with UNFPA policy on management of programme supplies
- Provide oversight for full compliance of activities related to management of UNFPA programme supplies in accordance with UNFPA rules, regulations, policies and procedures; elaboration of the effective internal control, proper design and functioning of client-oriented procurement/logistics management systems
- Contribute to implementation of procurement planning and sourcing that covers all the activities related to the placement of programme supplies orders, starting with the creation of requisitions and finishing with the submission by suppliers of shipping documents for review and approval
- Review shipping documents and coordinate all necessary local activities prior to shipment, and notify procurement focal points of any situations that could prevent or delay the customs clearance, receipt or delivery of goods
- Continuously track the status of shipments and communicate any delays in the arrival of goods to the procurement focal points
- Coordinate all pre- and post- shipment quality assurance activities (for all qualifying products) and receiving and inspection procedures to ensure that procured goods meet the quality standards and other terms agreed between UNFPA and suppliers.
- Conduct detailed inspections of shipments immediately after the arrival and customs clearance of the goods, and document their outcome in detailed receiving and inspection reports
- Ensure that inventory receipts and deliveries must be timely recorded in the Shipment Tracker immediately after the transactions have been completed. Shipment Tracker inventory transactions and balances must be reconciled



against shipping documents, receiving and inspection reports, handover documents, stock count reports and other appropriate supporting documents

- Lead inventory physical stock-counts and certifications processes in order to confirm the accuracy and completeness of their inventory balances, with the frequency required in the inventory certification process guidelines.
- Ensure that warehouses used for storage of programme supplies are assessed and meet the requirements stipulated in the Policy on management of programme supplies.
- Coordinating in-country transportation and delivery of the goods to the last mile.
- Contribute to implementation of Last Mile Assurance (LMA) process to increase visibility and assurance regarding the adequate safeguarding, management, and use for intended purposes of programme supplies after their handover to the implementing partners.
- Reviewing and updating on a bi-annual basis the information in the Country Profile Database, for accuracy and completeness, in consultation with the PSB procurement focal points.
- Ensuring coordination with national authorities, international and national NGOs and UN organizations related to logistics as appropriate. In humanitarian settings, this includes the Logistics Cluster or Sector.
- Represent the office in relevant Logistics coordination structures including the humanitarian Logistics Cluster.
- Executes other tasks as assigned by the supervisors or the Representative.

Qualifications and Experience:

Education:

Completed Secondary Level Education (High School) required. Bachelor Degree in Business Administration, Logistics and Supply chain, Finance, Economics and/or other related fields is preferred.

Knowledge and Experience:

- A minimum of seven years (or four years for Bachelor degree holders) of experience in program/ project management preferably in a health procurement, logistics and supply management related program.
- Working experience with an international organization is an advantage.
- Familiarity with UN procedures and working methods is an advantage.
- Comprehensive knowledge of the different elements of the supply chain in a humanitarian context.
- Experience working with Enterprise Resource Planning (ERP) systems (such as ATLAS) or similar systems is desirable.
- Experience in sourcing, cleaning and preparing data, selection and developing visualization/metrics in transportation, procurement and/or supply chain management that enable easy communication by the user is desirable.
- Proficiency in current office software applications and corporate IT systems.



- Good writing and communication skills

Languages:

Fluency in English with excellent writing, analysis and communication skills; knowledge of Dari and Pashto.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none">• Exemplifying integrity,• Demonstrating commitment to UNFPA and the UN system,• Embracing cultural diversity,• Embracing change	<p>Functional Competencies:</p> <ul style="list-style-type: none">• Advocacy/ Advancing a policy-oriented agenda• Leveraging the resources of national governments and partners/ building strategic alliances and partnerships• Delivering results-based programmes• Internal and external communication and advocacy for results mobilisation
<p>Core Competencies:</p> <ul style="list-style-type: none">• Achieving results,• Being accountable,• Developing and applying professional expertise/business acumen,• Thinking analytically and strategically,• Working in teams/managing ourselves and our relationships,• Communicating for impact	

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

Please use below link to apply:

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/4561/?utm_medium=jobshare

Disclaimer:

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>
In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.