



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

**SENDER:** Dejan Jasnic  
**JOB DESCRIPTION TYPE:** Specific Job Description  
**POST NUMBER/ CASE NUMBER:** BAN22030  
**POST/CASE NUMBER OF SUPERVISOR:** Supply & Logistics Specialist/ NOC  
**REASON FOR CLASSIFICATION:** Establishment of new post  
**REGION/DIVISION:** ROSA  
**COUNTRY:** Bangladesh  
**DUTY STATION:** Dhaka  
**OFFICE:**  
**SECTION:**  
**UNIT:** Supply & Procurement

**CATEGORY:** NO  
**PROPOSED LEVEL:** NOA  
**JOB TITLE:** Logistic Officer  
**Functional Code:** SUP  
**ICSC CCOG Code:** 1A09

### II. Strategic Office Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nation.

#### **Strategic Office Context:**

The Logistic Officer reports to the Supply and Logistics Specialist. The Logistics Officer provides technical and operational support as per the Country Office set-up and is responsible for supporting the supervisor in managing the supply chain, or elements of the supply chains of a larger supply operation. The supply chain operations include planning, coordination on procurement, customs clearance, in country transport and distribution, as well as monitoring of supplies and services. The incumbent supports management collaboration with programmes in defining supply interventions to meet programmatic needs and achieve results for children, and provides technical and advisory support to governments, national systems and partners on supply chain management. Normally office-based with occasional travel to port and end use level of the counterpart/customer.

#### **Purpose for the job:**

Under the direct supervision of the Supply & Logistics Specialist provide support in management of Procurement Services (PS) Operations, helps prepare budget and estimates, review Purchase Agreement/MOUs, review Cost Estimates, process and monitor PS transactions in coordination with Supply Division (SD) and PS Partners, manage in-country logistics of all shipments both for programme and for PS Partners, facilitate customs clearance and receipts, prepare statistical reports, maintain status reports and record keeping.

### III. Key function, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

1. In consultation with supervisor, provide input to the Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services.
2. Process new requests for Procurement Services (PS) Agreements/MOUs between GOB/other Customers and UNICEF for procurement of various supplies through UNICEF's PS Operations. Review PS Agreements and MOUs for finalization and arranges signing by both parties.
3. Support supervisor in coordination with Supply Division (SD) for screening and finalizing PS Requests received from various PS Partners, i.e. Government, NGOs and UN organizations. Coordinate with SD for issuance of Cost Estimates. Review Cost Estimates to ensure correctness against the PS Request and share Cost Estimates with concerned PS Partners for acceptance. Follow-up with PS Partner on transfer of funds based on the Cost Estimate and coordinate with SD on receipts of funds from donors for initiation of procurement action.
4. Support supervisor in ensuring timely procurement and delivery of PS Supplies and Equipment to meet the need of the PS Partners in implementation of the projects. Follow-up with SD on timely issuance of Purchase Orders. In case of local procurement, coordinate with local procurement team for issuance of bidding/Purchase Orders. Expediting deliveries of all PS Orders and share periodic reports with PS Partners on the status of procurement and delivery.
5. Monitoring of Purchase Order delivery dates with Suppliers and follow-up on delivery of shipments with Freight Forwarders to ensure timely delivery and shipments in accordance with planned activities of various programmes.
6. Provide support in coordinating in-country logistics of all incoming shipments for Procurement Services, UNICEF Programme Orders, Special Projects and Contributions in Kind. Based on PO delivery dates, coordinate with SD and Freight Forwarders for receipt of shipping documents for sharing with consignees for customs clearance. Responsible for regular follow-up and liaise with the Clearing and Forwarding (C&F) agents, customs officials, port authorities, National Board of Revenue (NBR), Directorates/Ministries to facilitate timely customs clearance of imported supplies. Support supervisor in resolving related issues in customs clearance of the shipments and facilitate the process of in-land logistics within established protocol, rules and regulations of the country to assist GoB counterparts and PS Partners.
7. Monitor Goods-In-Transit (GIT) Report from the system on a bi-weekly basis. Prepare system generated Goods Receipt (GR) and share with concerned programme for signing of the GRs by the consignees as an acknowledgement of receipt of the supplies procured for the respective counterparts. Follow up with programmes to clear outstanding items from GIT.
8. Maintain separate pipeline/status report on all incoming shipments for providing regular updated reports to programme, GoB counterparts, donors and SD. Help prepare forecasts, budget and status reports required for the customers, donors and programme sections. Generate and prepare monthly supply reports from the system for various management meetings, preparation of Annual Reports and for various presentation for GOB and internal use within UNICEF. Analyze supply dashboards, implementation rates of key performance indicators and supply information/data from various systems and conduct root cause analysis of supply chain bottlenecks and challenges, with a view to drive improvements and ensure efficient and effective supply chains for children.
9. Responsible for coordination with SD on issuance of Utilization Reports and Statement of Accounts for PS transactions. Share these reports with PS Customers and liaise with customers on closure, refund or reprogramming of the unspent balance amount.
10. Draft letters, documents and correspondences, emails and related documentation in relation to Logistics and PS operations. Maintain all records, existing files, open new requisition and PS files and update them routinely including PS customer files to ensure that all reports and files are kept in an up-to-date manner at all times. Also responsible to process and monitor claim submissions for lost or damaged shipments. Obtain

relevant documents for claim purpose, follow-up with SD until claims are recovered and settled.

11. Undertakes field visits to project sites, monitors supply inputs and ensure corrective actions implemented to improve supply chain management as and when required.

#### IV. Impact of Results

Decides on the appropriate application and interpretation of Supply rules, regulations, policies and procedures, as well as on work priorities, which affect the efficient implementation of programme activities.

Errors in interpretation and application of rules would adversely affect the office interest, result in loss of time and financial aspects and with affect implementation of programme goals.

Errors or delay in processing of shipping documents for clearance of supplies may cause demurrage charges, delay in clearance ultimately affecting the programme implementation.

#### V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.

##### Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

##### Core competencies skills

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

#### VI. Recruitment Qualifications

Education:

A university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law or related social science field.

Experience:

A minimum of one years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required.

Understanding of development and humanitarian work.

Emergency experience an advantage.

Health supply chain management experience an advantage.

Language Requirements:

Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.