



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	GS (General Services)	Country:	Namibia
Reason for Classification:	Establishment of a new post	Duty Station:	Windhoek
Level:	G-6	Office:	
Title:	Supply and Administrative Associate	Section:	Operations
Title Information in Parenthesis:		Unit:	
CCOG Code:		Case Number:	NAM25004
UNICEF Code:		Post Number:	131207
Classified by:	Bettina Hasel	Classified Date:	12/19/2024

Organizational Context:	<p>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.</p> <p>The Supply and Administrative Associate at the G-6 level, in the Operations Section of Namibia Country Office reports to the Operations Manager, NO-C.</p>
Purpose of the Job:	<p>Under the general supervision of the Operations Manager, NO-3 the Supply and Administrative Associate, G-6 performs highly skilled work on UNICEF supply chains, and manages the more complex cases and client requests, which frequently requires the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases. The Supply and Administrative Associate, G-6 is also responsible for executing a broad variety of procedural and specialized administrative tasks including supervision of three drivers (1 x G-3 and 2 x G-2 levels).</p>
Key functions, accountabilities and related duties/tasks:	<p>MAJOR DUTIES AND RESPONSIBILITIES</p> <ol style="list-style-type: none"> 1. Quality control and ensure accuracy of UNITRACK generated stock reports and monthly reconciliation of stock inventory reports from different offices and prepare monthly stock reports on management performance indicators for warehousing operations. 2. Ensures continuous availability of data related to procurement, including forecasting, requisitions received, orders placed, incoming goods, actual delivery schedules. Prepares periodic reports, and ad-hoc reports as needed.

3. Maintains supplier database and files with full information, in accordance with UNICEF supply guidelines.
4. Correspond with offshore suppliers when required and Copenhagen for standard warehouse items and obtain LPA when required.
5. Generates and compiles a variety of warehouse reports from vision and monitoring reports from the supply dashboard/pipeline reports.
6. Maintains purchase order/contract files with all required procurement documentation (POs, invoices, delivery receipts, payment requests, correspondence, etc.).
7. Prepares Direct Orders (Purchase Orders) against existing Long-Term Arrangements (LTA) ensuring that the LTA has valid quantities and lead-time meets requirements.
8. Drafts submissions to Contract Review Committee.
9. Analyzes, maintains, and provides overview of the work of the office to ensure timely administrative support is provided in general and specialized areas.
10. Undertakes all travel administrative arrangements (i.e., tickets, visas, hotel accommodation, and ensures timely action on note verbal and security clearances), drafts administrative notes for meetings, workshops and seminars.
11. Advises and assists other staff in office management and arranges for and/or attends meetings on day-to-day administrative matters; participates in discussions of new or revised procedures and practices and makes recommendations for follow-up actions.
12. Prepares, on own initiative, correspondence, reports, evaluations, and justifications, as required, on general administrative or specialized tasks which may be of a confidential nature within the assigned area of responsibility.
13. In addition to general administration responsibilities, supervise drivers directly and may also indirectly oversee activities concerned with office, transport and similar services.
14. Requisitions office supplies and equipment locally and abroad and arranges for control of distribution and maintenance of appropriate inventory records. Assists with the safe-keeping and annual physical inventory maintenance of records and implements PSB recommendations on replacement and disposal of expendable properties.
15. Provides interpretation of administrative rules, regulations and procedures.
16. Performs other duties, as required.

Impact of Results:

The capacity of the Supply & Administrative Associate to effectively and efficiently carry out the above duties contributes to the efficient planning, management and oversight of cost-effective procurement, contracting, inventory, storage and delivery of supplies and related services directly impact on program delivery of goals and results. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable program results. The Administrative support services provided by the Supply and Administrative Assistant to facilitate smooth running of the Office and effective Programme delivery and also ensure well managed and effective office operations, systems and procedures facilitates teamwork and the work of the office

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child

No

Safeguarding Focal Point, or Investigator (OIAI)?:

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency required:

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies (For Staff with Supervisory Responsibilities)

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

- Sustainability

Recruitment Qualifications:

Education: Completion of secondary education, supplemented by diploma or certificate in the administrative field.

Academic Flexibility: A bachelor's degree from a recognized academic institution in a field relevant related to the position may replace three years of related work experience and a master's degree may replace an additional two years.

Experience: A minimum of Six (6) years of progressively responsible clerical, administrative work and experience in supply chain management, understanding of development and humanitarian work is an advantage.

Language Requirements: Fluency in English is required. Knowledge of a local language is an asset.

Skills:

- Training and experience using MS Word, Excel, PowerPoint, Supply related modules within UNICEF ERP system and other UNICEF software such as SharePoint.
- In-depth knowledge of UNICEF organizational structure, administrative policies and procedures.
- Organizational, planning, and prioritizing skills and abilities.

- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative, and good judgment.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff.
- Thorough knowledge of a range of specialized topics, including the relevant supply chain policies, partnership mechanisms, rules and regulations.
- High level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to the circumstances of complex individual cases.
- Demonstrated understanding of the relevant supply chain processes and ability to consistently apply relevant policies, procedures, and good practices in the daily work.
- Good judgement to handle complex cases including considerations for exceptions.
- Ability to develop and maintain effective working relationships with clients, suppliers and colleagues and gain the assistance and cooperation of others in a team endeavor.
- Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision.
- Ability to draft clear and concise reports or rationale for supply related decisions on key issues.

Attachments:

[131207 NAM25004 Specific JD Supply and Admin Associate GS6 Namibia.pdf](#)

[Head of Office Approval by OIC Representative.pdf](#)

[UNICEF Namibia CO Organization Chart as of 1st January 2025.pdf](#)

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