

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title:	Supply and Logistics Officer
Level:	NOB
Appointment Type:	Temporary Appointment
Duration:	364 Days
Duty Station:	Abuja, Nigeria
Reporting to:	Logistics Specialist (<i>based in Lagos</i>)

BACKGROUND:

Reporting to the Logistics Specialist, the incumbent is responsible for coordinating logistics operations at the UNICEF Nigeria Country Office for both international and domestic shipments, supporting UNICEF's regular programmes, Procurement Services, and potential emergency responses. Key responsibilities include planning and managing warehousing, downstream transportation, and distribution activities. The role also provides expert advice on logistics matters, working collaboratively with supply and programme teams to define and implement logistics solutions that address programmatic requirements. Additionally, the position acts as a liaison with Procurement Service partners and offers technical and advisory support to government entities, national systems, and partners on supply chain management to ensure efficient in-country logistics and capacity building. UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up. **For every child, efficient logistics operations.**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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 nations. In Nigeria, UNICEF works in a complex humanitarian and development setting to fulfill and protect children's rights in partnership with the government, civil society, children, and families. UNICEF Nigeria is one of the largest UNICEF Country Offices globally - click the link to learn more about UNICEF in Nigeria: <https://www.unicef.org/nigeria/>

PURPOSE OF THE ASSIGNMENT:

The Supply and Logistics Officer, stationed in Abuja, is tasked with ensuring the effective, timely, and transparent management of logistics operations to support UNICEF Nigeria's country programme. This role involves planning, coordinating, and supervising supply chain functions—including customs clearance, in-country logistics, warehousing, inventory management, and distribution of programme supplies—to guarantee that essential goods are delivered promptly to beneficiaries.

How can you make a difference?

The Supply and Logistics Officer is responsible for the strategic planning, management, and oversight of supply chain operations to ensure the effective and efficient provision of goods and services supporting UNICEF programmes and government initiatives. This role directly influences program outcomes for children and enhances UNICEF's credibility as a reliable steward of entrusted funds, reinforcing the organization's reputation for delivering cost-effective and sustainable results.

MAJOR RESPONSIBILITIES:

Summary of key functions/accountabilities:

1. Lead and support the Supply Team in planning, performance management, capacity building, and ensuring operational readiness through effective staffing and coordination with relevant partners.
2. Advise, plan, and oversee all aspects of UNICEF logistics operations, including performance monitoring to ensure efficiency and accountability.
3. Implement and monitor emergency preparedness and response strategies, ensuring readiness through agreements, stock prepositioning, and staff training.
4. Foster coordination with regional and global partners to align with overarching supply chain strategies and drive continuous improvement.
5. Coordinate with programme, procurement, and external partners to plan, monitor, and document supply activities and support donor engagement.
6. Support partner assessments, monitor supply elements in HACT, and participate in events to strengthen partnerships in supply and logistics.
7. Provide technical and advisory support to strengthen government supply chains, including capacity building and change management.
8. Coordinate supply strategies with partners to transition logistics activities like vaccine and commodity distribution to government systems.
9. Assist with pilot projects and product launches while fostering innovation and critical thinking to enhance supply chain efficiency for children's needs.

QUALIFICATIONS, EXPERIENCE AND COMPETENCIES REQUIRED:

Education:

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

Experience:

A minimum of two years' relevant experience at both national and international levels in supply, logistics, procurement, contracting, administration, or other closely related technical fields is required. Health supply chain management experience an advantage. Demonstrated knowledge of development and humanitarian operations is essential. Experience in emergency contexts will be considered an asset.

Language Requirements:

Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

i) Core Values

- Care
- Respect
- Integrity
- Trust

- Accountability
- Sustainability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

iii. Additional Skills

- Demonstrates strong analytical, negotiating, and strategic abilities.
- Effectively manages resources and supervises teams.
- Builds productive relationships in multicultural settings.
- Highly skilled in supply chain management and knowledgeable in humanitarian programmes and related frameworks.