



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: **Warehouse Assistant**  
Supervisor Title/ Level: **Warehouse Associate, G-6**  
(Post no 72626)  
Organizational Unit: **Supply & Logistics Section**  
Post Location: **Harare, Zimbabwe**

Job Level: **G-4**  
Job Profile No.: **ZIM22017**  
CCOG Code: **2A09**  
Functional Code: **SUP**  
Job Classification Level: **G-4**

### II. Organizational 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 nations.

#### **Job organizational context:**

The Warehouse Assistant G-4 Specific JD is to be used in larger size Country Offices where the role is part of a larger Supply structure and a generic job profile is not available, reporting to the Warehouse Associate G-6.

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

Under the supervision of the Warehouse Associate (G-6), the Warehouse Assistant is responsible for assisting with uninterrupted supply of affordable and good quality supplies and services, adapted to the particular context and through compliance with UNICEF's policies, procedures and ethics standards.

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

#### Supply Chain Service Delivery and Response

##### In-country logistics:

- Provide input on the logistics component of the supply plan, including advising on infrastructure constraints (e.g. customs clearance, port capacity, transport options and warehousing capacity) and different delivery mechanisms. Keep track of demurrages and detention charges. Negotiate with Airport/Port/Shipping Line for waiver of demurrage/detention charges whenever required. Calculate budget requirements for various delivery modalities and ensure establishment of budget with the colleagues from the respective programme sections.
- Liaise with supply colleagues as well as colleagues from respective programme sections, use supply dashboards to ensure pipeline monitoring establishment of appropriate logistics capacity. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Perform research, collect data and conduct analysis, produce reports and ensure information accuracy in corporate systems to enable informed decision-making.
- Provide support in logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of programme supplies. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.
- Review needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and transmit all supporting information for contracting of such service providers including establishment of KPIs and performance monitoring mechanisms.
- Maintain and process documentation for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.

##### Warehousing and inventory management:

- Following UNICEF policies and procedures, assess warehousing capacity including facilities, conditions of equipment, manpower, and processes. Propose corrective actions to supervisor. Assess new warehouse facilities when required. If necessary, assists the implementation of new warehouse facilities which may include installation and assembly of temporary warehouse structures (e.g. Wiik-Halls/Rub Halls type structures).
- Support to the maintenance of appropriate warehousing and inventory management processes in support of the country programme implementation. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained
- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- Supervise receipt of consignments and dispatch of supplies.
- Prepare stock reports. Monitor inventory to track trends and account for the inventory status from source to beneficiary. Carry out regular physical counts of inventory in the warehouse. Prepare documentation for commodity disposal through Property Survey Board committee. Keep track of near to expiry supplies ensuring FIFO and FEFO approaches.

**Alternative delivery mechanisms:**

- 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.
- Assist in activities that lead to building partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.

**Other duties/responsibilities:**

- In collaboration with supervisor, Supply Division, Regional Office and the global supply community, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team. Develop and facilitate training of newcomers, provide inputs towards establishment of processes or manuals to support effective workflows.

**IV. Impact of Results**

The Warehouse Assistant's impact directly affects the quality and timeliness of the delivery of a range of different services for which the unit is accountable. The impact of these services indirectly affects the timely completion of other processes for clients and reflects directly on the overall reputation of the supply team in terms of quality and responsiveness to client needs.

The Warehouse Assistants' client interface focuses on the coordination and planning of routine supply chain activities, including the transportation of goods and materials, purchase orders, contracts, delivery and payments. These relationships are important to ensure that deadlines are met and that work results adhere to regulations, rules and guidelines.

**V. Competencies and level of proficiency required**

**Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

**Competencies:**

- 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)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

## VI. Skills

- Thorough knowledge of a range of specialized topics, including relevant supply chain processes, partnership mechanisms, rules and regulations related to public sector procurement.
- Ability to interpret and apply specialized rules and regulations to the particular circumstances of individual cases.
- Experience using MS Word, Excel, PowerPoint, SAP and ability to learn other UNICEF office tools.
- Demonstrated understanding of relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work.
- Ability to develop and maintain effective working relationships with stakeholders and gain the assistance and cooperation of others in a team endeavor.
- Ability to use supply related modules within UNICEF ERP system (SAP).
- 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.

## VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.
Experience:	A minimum of 4 years of relevant administrative experience in supply chain management or a commercial context is required. Understanding of development and humanitarian work is an advantage.
Language Requirements:	Fluency in English is required. Knowledge of the local language is an asset.

## VIII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk role' from a child safeguarding perspective?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, check all that apply
Direct contact role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## IX. Supply & Logistics Section Structure

