

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title: Logistics Officer

Level: P2

Appointment Type: Temporary Appointment

Duration: 364 days

Duty Station: Abuja, Nigeria

Reporting to: Supply and Logistics specialist

BACKGROUND:

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 favouritism. There is growing evidence that investing in the health, nutrition, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil 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.

PURPOSE OF THE ASSIGNMENT:

Under the direct supervision and guidance of the Supply and Logistics specialist, the incumbent will be responsible for coordinating the logistics operations of UNICEF Nigeria Country Office, in support to Unicef regular programs and potential emergency responses. The position is responsible for logistics operations including planning, coordination of incoming shipments, warehousing, and downstream transportation and distribution, as well as advises on all matters within logistics, collaborating closely with supply and programme colleagues in defining and implementing logistics interventions to meet programmatic needs.

MAJOR RESPONSIBILITIES:

Below is a summary of key functions and accountabilities.

1. Preparation of the Logistics Unit's annual workplan
2. Supply chain service delivery and emergency response

3. Collaboration with UNICEF Programmes and Operations, and coordination with Government counterparts
4. Technical and advisory support to government/national systems
5. Innovation, products and markets

=====

1. Preparation of the Logistics Unit's annual workplan and support to continuous improvement
 - Prepare and collect information required for the annual work plan on regular activities, ongoing projects and others in the pipeline. Assist in determining priorities/targets and performance measurements and monitoring work progress to ensure that results are achieved according to schedule and performance standards.
 - Provide inputs to weekly unit meetings.
 - In collaboration with Supply Division, Regional Office and the global supply community, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team.
2. Supply chain service delivery and emergency response
 - In consultation with supervisor and Logistics Unit, provide input to the Country Programme Action Planning and advice on Logistics 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.
 - Support logistics operations in Nigeria, from Abuja, with an oversight on field hubs (Bauchi, Maiduguri, Kaduna), implement logistics strategies (warehousing, transport, routing and distribution) to support UNICEF programme response ensuring appropriate processes and systems are in place to ensure efficiency of the logistics operations (e.g. transport requests, receipt and dispatch of goods).
 - Monitor and review Logistics spend, coordinate with logistics providers (freight forwarder, local agents and local regulatory authorities), and contribute to service provider procurement strategies, including the establishment of long term agreements (LTA's) where relevant. Maintain highest level of integrity, ethical standards and accountability in the procurement of services.
 - Monitor progress of offshore, regional, and domestic procurement and take action to ensure timely customs clearance of supplies entering the country. Maintain appropriate warehousing, inventory management and in-country transport in support of the country programme implementation. Keep stakeholders/partners informed on the progress. Implement appropriate vendor management practices e.g. supply performance reviews.

- Ensure availability of appropriate storage and handling capacity in Nigeria, in coordination with Field Offices, ensuring that standard processes and real time data management principles are applied in all warehouses.
 - Maintain a shipment tracker for air and sea shipments, 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.
 - Participate in the review of the emergency supply & logistics strategy based on risk assessment analysis and Programme assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is established in line with Core Commitments for Children in Humanitarian Action (CCC), and implemented (establishment of relevant LTAs and frame agreements for emergency response, prepositioning of stock, and training of staff in the country office).
3. Collaboration with UNICEF Programmes/Operations and coordination with Government counterparts
- In collaboration with supervisor, develop close collaboration with programme sections and procurement services through involvement in programme design, planning, and preparation for implementation of supply components as well as monitoring and evaluation, including reference to unimportable commodities. Establish accountability framework with programmes, for delivery of results for children.
 - Provide technical supervision to warehouse and logistics staff and supervise shipping assistants.
 - Participate in events/meetings that build partnerships and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including logistics management and customs compliance.
4. Technical and advisory support to government/national systems
- Provide input to promoting of supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children.
 - Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with supervisor and programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
 - Prepare relevant supply reports to facilitate advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement.
5. Innovation, products and markets

- Contribute to pilots and support the roll-out of new products and services, in close collaboration with supervisor and Supply Division.
- Support initiatives for promote critical thinking, innovative approaches and good practices on supply chain management within the organization as well as with externals to ensure effective and efficient supply chains for children.
- Further to analysis of supply spend and related procurement strategies, support initiatives to ensure local market development where relevant.

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 (2) 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.

Skills:

- Ability to resolve difficult, complex and sensitive situations often under pressure;
- Ability to initiate and manage change in a diverse environment;
- Ability to clearly and concisely express ideas and concepts in written and oral form;
- The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning;
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required;
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions;
- Advanced communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders;
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes;
- Strong knowledge of latest developments and technology in logistics;
- Strong knowledge of UNICEF logistics systems and processes;

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.

Core Values:

Care, Respect, Integrity, Trust, Accountability, Sustainability (CRISTAS)

Core Competencies:

- Builds and maintains partnerships (I)
- Demonstrates self-awareness and ethical awareness (II)
- Drives to achieve impactful results (II)
- Innovates and embraces change (II)
- Thinks and acts strategically (I)
- Manages ambiguity and complexity (II)
- Works collaboratively with others (II)

Functional Competencies

- Analyzing (I)
- Applying technical expertise (I)
- Planning and Organizing (II)
- Coping with set-back and pressure (I)
- Following Instructions and Procedures (I)

Signatures:

laurent mirrione

22-10-2024



22-10-2024

Gelfiya Shchienko

23-10-2024

<p>Laurent Mirrione: Supply and Logistics specialist</p>	<p>Hani El-Jadaa: Chief Supply and Logistics</p>	<p>Gelfiya Shchienko: Deputy Representative Operations</p>
--	--	--