



## UNITED NATIONS CHILDREN'S FUND JOB PROFILE

### I. Post Information

Job Title: **Logistics Assistant**  
Supervisor Title/ Level: **Supply Assistant G6**  
Organizational Unit: **Operations**  
Post Location: Banjul, **UNICEF Country office**  
**Gambia**

Job Level: **G4**  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level: **G4**

### 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** *(Please provide an overview of the office context in which this position works, briefly summarizing UNICEF's current objectives in that particular office/division, as well as the specific role of the positions section in contributing to their achievement)*

The Generic Job Profile for a Logistics Assistant at the G-4 level is to be used in a UNICEF country office, reporting directly to a Supply Assistant who is at level 6.

**Purpose for the job** *(Please outline the overall responsibility of this position)*

Under the supervision of the Supply Assistant, the Logistics assistant, provides a broad range of transactional, procedural and administrative tasks in support of the efficient supply and procurement of the country office, ensuring timely and efficient output that is in compliance with UNICEF rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

At the G-4 level, the below tasks are expected to be carried out with a high level of independence.

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

**Summary of key functions/accountabilities:**

- Tracks and monitors incoming shipments. Advises and makes arrangements for shipment and receipt of office and project supplies and equipment, and household effects, including customs clearances;
- Support the Supply Assistant in processing request orders for offshore and local procurement. Records and retrieves information related to supply/logistics including receiving documents and data for input, and completes the established input procedures.
- Facilitation of regular physical stock counts, responsible for related stock-movements and preparation of documents on inventory data. Submit regular reports for a continuous overview of supply chain operations including volumes, values, incoming goods, store stocks and distribution;
- Keep track of data on office stationeries, fuel, data on telephone, and costs of maintenance of vehicles);
- Ensure safekeeping, bi-annual physical inventory including inventory on loan. Prepare reports, cost analysis and recommends, replacement/disposal of equipment and office supplies. Reconcile the physical inventory, identify discrepancies for corrective action and prepare reports;
- Keep track of End-user monitoring trips for supply

**IV. Impact of Results** *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

The capacity of logistics assistant 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 services directly impact on Programme delivery of goals and results.



**V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)**

<p><b><u>Core Values</u></b></p> <ul style="list-style-type: none"> <li>▪ Commitment</li> <li>▪ Diversity and inclusion</li> <li>▪ Integrity</li> </ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Drive for Result</li> <li>• Working with People</li> </ul>	<p><b><u>Functional Competencies:</u></b></p> <p>Analyzing Following Instructions and Procedures Planning and Organizing</p>
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**VI. Recruitment Qualifications**

Education:	Completion of secondary education. Knowledge of shipping and logistics. Ability to use current job related computer software and databases. Proficiency in Microsoft office package, in particular Word, Excel and PowerPoint is required. A sound knowledge of Excel based analytical tools and SAP.
Experience:	Three years general clerical work, which should have provided a good knowledge of clerical practices and procedures.
Language Requirements:	Fluency in English.

**VII. Signatures- Job Description Certification**

Name: Fatou Senghore		Date: 25.08.2017
Title: Supply Assistant	Signature	
Name Ngashi Ngongo		Date: 25.08.2017
Title: Head of Office OIC	Signature	