

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Title	: Logistics Specialist
Contract type	: TA
Proposed level	: P3
Duration	: 364 days
Duty Station	: Farchana, CHAD
Supervisor	: Chief of Supply and Logistics
Funding Source	: SM229930
1. WBS	: 4020/A0/07/800/005/002
2.	Grant, amount and period covered: 12 months.

PURPOSE

With a direct reporting line to the UNICEF Sudan Chief of Supply and in close collaboration with Chief of Field Office for Darfur, and in coordination with UNICEF CHAD and Supply Division, the incumbent will be posted in Farchana, CHAD to manage the CHAD to SUDAN Cross Border (XB) logistics operation for Sudan emergency response including planning, pipeline monitoring, customs clearance, warehousing, in country transport and distribution. The incumbent will monitor the offshore in-coming pipeline (air and sea) to Sudan through CHAD and will coordinate with all freight forwarders on expediting the transit/forwarding, as well with other UN agencies (Logistics cluster).

MAIN RESPONSIBILITIES AND TASKS

- Establish the local modalities and procedures for the emergency cargo pipeline (air & sea) that will transit via CHAD to Sudan through border crossing points of Tine, Adre and emerging borders.
- Identify the bottlenecks and options linked to transit modalities and advise teams in Sudan CO, CHAD CO and SD
- Monitor the overall pipeline (air & sea) and provide consolidate report to the SUDAN CO and CHAD CO
- Coordinate with the CHAD & SUDAN COs supply team and Supply Division on the pipeline delivery schedule.
- Coordinate with the global freight forwarder based in N'djamena on the in-coming pipeline via CHAD and transshipment schedule to ensure appropriate storage and timely delivery.

- Coordinate with the Logistics cluster based in Farchana and N'djamena to ensure timely and efficient movement of shipments through CHAD to Sudan
- Coordinate with UNHAS (UNHAS will operate a regular route between Ndjamenana and other border points in CHAD) on using their services for light cargo delivery between CHAD and SUDAN
- Identify needs for contracting of logistics third party services (e.g., customs clearance, warehousing, transport, distribution) and manage contracting of such service providers including establishment of KPIs and performance monitoring mechanisms.
- Coordinate rapid assessment of the warehousing and transportation service providers specific program and operational supplies and equipment between CHAD and delivery locations in SUDAN.
- Manage UNICEF warehouse facilities and operations in line with 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, implement and organize new warehouse facilities which may include installation and assembly of temporary warehouse structures (e.g., Wiik-Halls/Rub Halls).
- Maintain 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.
- Liaise with supply colleagues as well as clients and using supply dashboards to ensure pipeline monitoring and 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.
- 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 high level emergency coordination, implementation and monitoring meetings with internal and external partners and establish close collaboration with Logistics Cluster/National Logistics Working Group if such is activated/existing.
- 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.
- Advise the SUDAN CO supply team, CHAD CO and SD on any bottleneck related to the emergency pipeline transshipment and identify/implement solutions.
- Ensure close collaboration with CHAD Country Office under the guidance of the Supply and Logistics Manager for CHAD CO

MINIMUM QUALIFICATIONS AND COMPETENCIES

Education: An advanced university degree in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health or related social science field

Work Experience: A minimum of five (5) years of relevant professional experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required. Experience working in humanitarian contexts. Excellent communication skills. Proven ability to work independently under difficult conditions. Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.

Language Requirements: Fluency in English and French. Knowledge of Arabic is added advantage.

The competencies required for this post are:

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies (For Staff without 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.

http://www.unicef.org/about/employ/files/UNICEF_Compentencies.pdf

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

Endorsements and confirmation of funding by Supervisor and Deputy Representative

Supervisor:	Fredrick Sheshe	
Title: Chief of Supply and Logistics		Signature: 
Date: 16 Oct 2024		
Deputy Representative Ops	Douglas Hageman	
Date: 16 Oct 2024		Signature: 
Approval Head of Office		
Name (Head of Office):	Sheldon Yett	
Title:	Representative UNICEF Sudan	
Signature:		
Date: 16 Oct 2024		

