

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Warehouse Assistant G5

Section: Cox's Bazar – Operation's CXB- Supply & Logistics

Duration: 271 days

Duty Station: Cox's Bazar

Reports to: Supply & Logistics Officer

1. Purpose of Assignment:

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 more children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore 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 UNICEF Cox's Bazar Field Office, Bangladesh Country Office (BCO) is providing vital humanitarian and emergency response services to the Rohingya emergency and also implementing regular developmental programmes in the host communities.

Purpose of the job: Within this context, the Warehouse Assistant is expected to undertake activities pertaining to UNICEF's warehouse management rules, regulation, and best practices and responsible to undertake receipt, storage management, and dispatch of UNICEF supplies to meet the program and emergencies need on timely manner. In addition, he/she will be providing support in the IP warehouse assessment and practically guiding the IPs' warehouse staff in receipt, storage arrangement, dispatch, and reporting on UNICEF supplies.

2. Major duties and responsibilities:

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| 1 | Rapid and relevant responses and assistance provided to evolving warehousing needs with a priority on receiving, storing, and dispatching supplies on time, as requested. |
| 2 | Integrity, standards, and accountability monitored, administrated, and maintained by implementing sound, accurate supply / Logistics management systems, procedures, documentation, and accurate reporting. |
| 3 | Effective collaboration and partnership in logistics with internal and external counterparts developed and maintained through better coordination, communication, and networking. Strong and constant relationship is entertained with Program sections, implementing partners/Government counterpart to expedite any distributions and solve issues. |

Rapid and relevant responses and assistance provided to evolving warehousing needs with a priority on receiving, storing, and dispatching supplies on time, as requested:

1	Under the supervision of the Supply & Logistics Officer, responsible for the receipts and dispatch of all shipments within the warehouse in respect of UNICEF policies, guidelines, standards, and procedures.
2	Inspect/Verify the quantity of supplies received against the Purchase orders or any other relevant documents.
3	Implement dispatch plans and organize the transportation of supplies to relevant consignees, ensure proper waybills and issued any dispatch, and inform consignees of upcoming deliveries.
4	Ensure the warehouse is well maintained and kept clean and neat. Ensure the fire extinguishers are located in appropriate areas within the warehouse, and that the expiry date is regularly monitored, and action taken for replacement when required.
5	Supervise and ensure forklift drivers are performing their duties as requested.
6	Supervise the laborers and workers hired to support the warehousing operations.
Implement sound accurate supply logistic management systems procedures and documentation as well as regular accurate reporting to maintain the highest level of integrity standards and accountability.	
1	Ensure all stock movements are reflected accurately in VISION and inventory; and records and supporting documents are properly maintained.
2	Perform all the warehouse transactions in VISION and Inventory and support the same for other national program warehouses as/when required/requested.
3	Prepare an update logistics team on dispatches, receipts, and deliveries reports daily.
4	Carry out regular physical random checks off stock inventory.
5	Participate in full stock counts following the instruction received from supervisor.
Collaboration and partnership	
	Maintains a strong collaboration with logistic teams and partners for stock inventory related matters and provides where necessary Technical Support or input to logistics/warehousing component of program planning.
	Participates in providing support to national systems on strengthening warehouse management and assist where necessary in providing technical and advisory support to partners and government counterparts on warehouse management issues.
	Perform any other logistics related duties.

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL: Completion of secondary education preferably supplemented by technical, or university courses related to the work of the organization.

WORK EXPERIENCE: Minimum of five years of relevant professional work experience in supply, logistics, purchasing contracting and administration or other related fields.
Work experience in emergency duty station.

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

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies

- Demonstrates Self Awareness and Ethical Awareness
- Works Collaboratively with others
- Builds and Maintains Partnerships
- Innovates and Embraces Change
- Thinks and Acts Strategically
- Drive to achieve impactful results
- Manages ambiguity and complexity

Child Safeguarding Certification

(to be completed by Supervisor of the post)

[Child Safeguarding](#) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2a. Is this a Direct* contact role?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3a. Is this a Child data role? *:</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.