



UNICEF
United Nations Children's Fund

Specific Job Profile

I. Post Information

Job Title: Logistics Associate

Supervisor Title/ Level: Supply Officer, NO-1

Organizational Unit: Supply & Logistics

Post Location: Aden, Yemen

Job Level: GS-6

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level: (For non GJP)

II. Strategic Office 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.

Strategic office context :

In the 1970s UNICEF established presence in Yemen to respond to the urgent needs of children in the poorest country in the Middle East. In 1991, Yemen ratified the Convention on the Rights of the Child, and it was enacted immediately. Since then, the country has been making steady progress for children until it plunged into a brutal conflict in 2015 but even before that, Yemen needed large amounts of humanitarian assistance.

The humanitarian crisis in Yemen is reaching critical levels, and access to food, health and clean water are becoming more difficult by the day. All major ports/airports are not fully functioning, reducing/diminishing humanitarian supplies from getting into the country. UNICEF managed to deliver vaccines, medical and nutrition supplies and equipment, Water and Sanitation supplies, Shelters, schools supplies, printing and visibilities items, office equipment and supplies through Hodeida, Mokha, Mukalla, Aden seaports, and Sana'a airport. Ports of entry are gradually and cautiously opening up to allow essential humanitarian supplies into critical areas, supplies are either directly shipped to Yemen, and/or temporarily stored, sorted out at Djibouti hub, then re-forwarded to different seaports in Yemen in order to achieve best value for money. However, customs clearance, transportation, delivery, and warehousing of supplies within the country is becoming more difficult, as more additional documentation process is increasingly requested by government (Customs, MOFA, MOF, MOI, MOPH&P, Coalition, Ports/airport Authorities, Security Authorities) to cause more delays in clearance and granting road permits; adding that many roads and bridges linking main cities have been affected during the conflict. Furthermore, coordination and collaboration with local authorities, other UN agencies, INGOs, and clusters are crucial for the logistics team to support in-country-logistics effectively and efficiently to overcome ICL Challenges

To effectively manage the supply & logistics part of this complex humanitarian response, UNICEF Yemen S&L Team needs to have continuous supply chain line and with (1) the increase volume of procurement and supplies being shipped to Yemen; (2) the logistics daily work is very difficult and a hectic business schedule to be handled by the overloaded existing logistics assistants to meet humanitarian needs all around the country, therefore, the office plans to hire another logistics assistant post (TA). This position-role will support the day-to-day logistics operations and be the responsible for the main duties and responsibilities mentioned below.

Purpose for the job:

Under direct supervision of the Logistics Specialist NOC, the Logistics Associate is mainly responsible clearing at port of entry, warehousing, and in-country logistics. As such this post is mainly for enhancing warehousing. As the result of more complicated political situation and since there is no sign of immediate resolution and possibly becoming more difficult to bring supplies from overseas to Yemen, it is crucial to maintain contingency stock at warehouse.

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

Planning:

- In consultation with supervisor, provide input to the Country Programme Action Planning and advise on Logistics requirements for the Plan of Operations and Annual Work Plans. Participate in the forecasting, planning, implementation, monitoring, and evaluation of the supply chain operations, including establishment of performance indicators.
- Support supply emergency preparedness and response activities including ensuring establishment of Logistics' Long-Term Arrangements (LTAs) and contracts, Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock.

Contracting:

- Liaise with service providers in planning logistics and contracting initiatives, supporting development of appropriate specifications, terms of reference, and logistics arrangements and timelines. Take into account opportunities to strengthen sustainability of supply chains.
- Keep service providers/partners informed on the logistics progress. Liaise with vendors, ensuring timely follow-up on delivery schedules.
- Ensure appropriate filing of logistics activities and transaction cases and maintain up to date records for future reference including for audit.

In-country logistics:

- Provide logistics input to the supply plan, including advising on infrastructure constraints (e.g., customs clearance, port capacity, transport options and warehousing capacity) and different delivery

mechanisms. Advise on budget requirements for various delivery modalities and ensure establishment of budget with clients. Ensure that In-country-logistics LTAs (long term arrangements) and contracts are in place.

- Assist supervisor in obtaining timely port/customs clearance of all UNICEF-assisted programme supplies and equipment through government counterpart, other partners or directly through UNICEF appointed clearing agent/s. Liaise with respective ministries in speedier custom clearance, ensuring supplies are cleared within two weeks and proactive follow-ups where delays occur.
- Liaise with supply and Logistics colleagues as well as clients and using supply dashboards and reports to ensure pipeline monitoring and establishment of appropriate logistics capacity. Monitor progress of offshore and/or direct shipments 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.
- Maintain up-to-date supply & logistics records/ reports for outstanding shipping documents/ in-country distribution documents/ good receipts/ claim documentation and for unshipped POs item; and do necessary follow-up for corrective actions to ensure timely receipt of the shipments.
- Provide specialized support in the area of 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.
- Supervise the arrival, customs clearance, storage, packing and in-country distribution of UNICEF commodities to the agreed delivery point.
- 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.
- Manage documentation processing 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.
- Liaise with Logistics team to arrange timely in-country distribution of supplies to project locations through counterparts, other partners or private transport operators as appropriate. Follow up on dispatch requests from programme to ensure delivery and reception of supplies and preparing/sharing supply Pipeline Reports with receiving end-users. Assist in evaluating transportation process including transporters performance, recipients and partners performance when receiving distributed supplies.

Warehousing and inventory management:

- Assist to manage UNICEF warehouse facilities and operations in line with UNICEF policies and procedures. Assess warehousing capacity including facilities, conditions of equipment, manpower, and processes when required. Propose corrective actions to supervisor and warehousing service provider.
- Oversee maintenance of warehousing and inventory management processes by managed by the service provider. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained by the service provide.
- Verify stock reports. Monitor inventory to track trends and account for the inventory status from source to beneficiary.
- Assist in proper storage of UNICEF-assisted supplies & equipment at UNICEF operated warehouses or other appointed partner' warehouses including use of stock/bin cards and registers, inventory control/management.
- Assess availability of space and advise warehouse service provider on stacking and storage plans to ensure appropriate storage and optimize use of space.
- Oversee receipt of consignments and dispatch of supplies.
- Record, maintain, and ensure accuracy of up-to-date supplies stock movement through Vision system.

- Weekly reconciliation of Vision stock inventory reports matching warehouses' manual records and supply dashboard/pipeline reports.
- Generate and compile a monthly variety of warehouse stock reports from Vision and share with programme. This includes report on stock availability in all warehouses and advice on stock rotation, including expiring supplies.
- Assist to carry out inventory spot checks and periodic physical counts of inventory in the warehouse and prepare stock count' resultant reports. Prepare documentation for commodity disposal through Property Survey Board committee.
- Correspond with Supply Division, Salalah and Djibouti hub offices on the movement of offshore suppliers and on standard warehouse items when required.
- Help supervisor in building government and other partner's capacity on warehouse management and inventory control

Alternative delivery mechanisms and logistics services:

- Participate in events/meetings that build partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.
- Maintain up-to-date files for all logistics transactions, including a system for monitoring the different stages of each transaction.
- In collaboration with Supply & Logistics team and Programme Sections, identify opportunities for capacity building of Government counterparts and improving the supply chain process to make it more effective.
- In collaboration with supervisor, logistics team, Supply Division, Sana'a Office, 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, establish processes or manuals to support effective workflows.
- Undertake any other tasks as required by supervisor within the skills and experience of the logistics associate.
- Check and verify all invoices for logistics services against service requests made from the logistics office, draft payment requests and submit to the supervisor for certification, and follow-up for payment, summarize and maintain systematic records.
- Undertake field travel to project locations to identify logistics related problems/solution and also joint end-use monitoring of programme supplies for reviewing quality/quantity of supplies, warehousing practices, record keeping, follow-up on government receipts and effective utilization.

IV. Impact of Results

The Supply & Logistic Associates' impact is founded on the provision of input into the design and development of improved services, systems and delivery processes. The impact directly affects the quality and timeliness of the delivery of a range of different specialized services for which the unit is accountable. Working with a high degree of operational independence, Associates are accountable for the achievement of overall service delivery results to clients.

Their client interface focuses on handling of specialized and complex supply chain processes and delivery of services with clients. They liaise with concerned clients and with suppliers to solve issues on purchase orders, contracts, delivery and payments. These relationships are important to ensure that service standards and deadlines are met and that proposals and actions adhere to policies and

rules. The Associates' work relationships require skills to promote understanding and acceptance of regulations, rules and procedures and/or otherwise improve client services.

External contacts involve liaising with similar organizations for collaboration, research and data/information gathering to compile and assess best practices. Furthermore, extensive external contact with suppliers is required, including to negotiate or clarify unique, complex issues or processes. Collaboration with partners and Governments is also applicable.

V. Competencies and level of proficiency required

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core 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)

Functional Competencies

- Analyzing (2)
- Learning and Researching (2)
- Planning and organizing (2)
- Following Instructions and Procedures (2)

VI. 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:	<ul style="list-style-type: none"> • A minimum of 6 years of relevant administrative experience in supply chain management or a commercial context is required. • Experience in the area of warehousing highly desired. • Understanding of development and humanitarian work is an advantage.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and Arabic are required.

VII. Certification

Name: Nawal Hasan	Signature	Date:
Title: Supply Officer (Supervisor)		
Name: Andrey Demidovich	Signature	Date:
Title: Senior Supply & Logistics Manager		
Name: Mazen Manna	Signature	Date:
Title: Deputy Representative Operations		
Name: Philippe Duamelle	Signature	Date:
Title: Representative		