**UNITED NATIONS CHILDREN’S FUND**

**JOB PROFILE**

|  |  |
| --- | --- |
|  **I. Post Information**  |  |
|  Job Title: **Warehouse assistant , # 71896**Supervisor Title/ Level: **Logistics Officer # 98788**Organizational Unit: **Programme** Post Location : **Conakry, Guinea**  |  Job Level: **GS4** Job Profile No.: CCOG Code: Functional Code: Job Classification Level: **GS4**  |

|  |
| --- |
| **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:** The position of Warehouse assistant at the GS4 level in the Guinea Country Office, in the section of Operations, Supply unit, reports to the Logistics Officer # 98788, who is at the NO-1 level.  **Purpose for the job** *(Please outline the overall responsibility of this position)*  Under the direct supervision of the Logistics Officer will be responsible for taking delivery of all supplies imported, or bought locally, by UNICEF for Programme and administration purpose ; Will be responsible for storage and delivery of supplies. This task includes identifying all addresses for ease of delivery; Responsible for monitoring the flow of supplies in the warehouse and monitoring, closely, the difference shelf life of perishable items. |

|  |
| --- |
| **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:** * Responsible for storage and monitoring of delivery of all equipment purchased by UNICEF for programme or administrative use. 30%
* Assist in the internal management of the warehouse. This includes monitoring of the flow of equipment, regular physical and electronic inventory of supplies, etc… 30%
* Responsible for checking the supplies, prior to official acknowledgment to suppliers or clearing agents, upon receipt and while in storage to detect any damage, loss or expiry and inform programme staff regularly. 20%
* Responsible for delivery of supplies from UNICEF warehouse to government counterparts: preparing of supplies, issuing of a delivery note to be signed by the Government officials etc…
* Ensure that documents are properly forwarded and filed for correct closure of file. 15%
* Perform any other duties as required. 5%

Work condition: warehouse location-based post. Some physical effort may be required when performing duties. |

[[1]](#footnote-1)

|  |
| --- |
| **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 incumbent of this post is expected to draw attention of programme staff on expiry date of supplies. Proper storing practices on the basis of first out should be used to avoid any loss of expired good. Any bad stock handling might cause damage to valuable and expenses equipment of goods. In addition to the financial loss, the stock shortage, due to any mishandling will cause serious damage in the program delivery terms.Staff member will be expected to carry out tasks with close supervision.  |

|  |
| --- |
|  **V. Competencies and level of proficiency required (please base on UNICEF** **Competency Profiles)**   |
| **Core Values** * Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability
 |  **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)

 |

|  |
| --- |
| **VI. Recruitment Qualifications**  |
|  Education:  | Completion of secondary education.  |
|  Experience:  |  Four years general clerical work, which should have provided a good knowledge of clerical practices and procedures.  |
|  Language Requirements:  |  Fluency in French – Working knowledge of English desirable  |

1. FORM UNICEF 309/Rev.4 (5-92) (Page 5) [↑](#footnote-ref-1)