

<b>Post title:</b>	<b>Supply &amp; Logistics Assistant – <i>for Armenian nationals only</i></b>
<b>Category/Grade:</b>	<b>GS-5</b>
<b>Closing Date for Applications:</b>	<b>15 July 2023</b>
<b>Type of Appointment:</b>	<b>6 months full time TEMPORARY APPOINTMENT administered under the provisions of the UN Rules and Regulations</b>

***For every child, a champion***

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

***How can you make a difference?***

UNICEF is looking for a motivated professional who will support Operations department at UNICEF Armenia Country Office as a part of emergency response. The incumbent will report to the Procurement Associate, G-6 and will be responsible for assisting the uninterrupted supply of affordable and good quality supplies and services, adapted to the particular context and through compliance with UNICEF's policies, procedures and ethics standards.

**Major Duties and Responsibilities**

**Procurement/contracting:**

- Liaise with colleagues from respective programme sections in planning loading and offloading activities.
- Assists with bid openings, and technical and financial analysis of offers as might be required. Conduct clarifications with suppliers. Prepare purchase orders and contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Keep stakeholders/partners informed on the progress of procurement processes. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g. supply performance reviews.
- Conduct local market surveys on ongoing and regular basis for identification of potential suppliers to procure the goods and services at competitive costs

- Maintain UNICEF vendor database on a regular basis

#### **In-country logistics:**

- Calculate budget requirements for various delivery modalities and ensure establishment of budget with the colleagues from the respective programme sections.
- Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Provide support in 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.
- Maintain and process documentation 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.

#### **Warehousing and inventory management:**

- Following 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.
- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- Supervise receipt of consignments and dispatch of supplies.
- Support in proper packaging and labeling of programme supplies.
- Arrange for warehouse cleaning and maintenance activities
- Carry out regular physical counts of inventory in the warehouse. Support in year-end and mid-year inventory counts

#### **Other duties/responsibilities:**

- Assist in filing of procurement documents
- Other duties as required

#### **Minimum Requirements and 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;

- Excellent command of spoken and written English and Armenian languages. Knowledge of another official UN language, such as Russian, is an asset.

#### **Experience:**

- A minimum of 5 years of relevant administrative experience in supply chain management or a commercial context is required\*;
- Understanding of development and humanitarian work is an advantage;
- Experience with UN agencies is an asset.

*\*A Bachelor's degree from a recognized academic institution may replace three years of related work experience.*

#### **Desired Skills:**

- Good knowledge of a range of standardized topics, including relevant supply chain processes, partnership mechanisms, rules and regulations related to public sector procurement.
- Experience using MS Word, Excel, PowerPoint, SAP and ability to learn other UNICEF office tools.
- Demonstrated understanding of relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work.
- Ability to work in a team environment to achieve common goals
- Ability to use supply related modules within UNICEF ERP system (SAP).
- Ability to draft clear and concise reports or rationale for supply related decisions on key issues.
- Developing country work experience and/or familiarity with emergency.

***For every Child, you demonstrate...***

The core competencies required for this post are:

#### **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)
- Nurtures, leads and manages people (1)

**Functional Competencies:**

- Analyzing (1)
- Learning and Researching (1)
- Planning and Organizing (1)
- Following Instructions and Procedures (1)

**Application Procedures:** All qualified applicants are strongly encouraged to apply online, using the UNICEF E-Recruitment system and following the online application link.

**Remarks:**

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.

Incomplete applications will not be considered. Only shortlisted candidates will be contacted and advance to the next stage of the selection process. Regret letters will only be sent to short listed candidates.

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.