



SPECIFIC JOB PROFILE

I. Post Information

POST NUMBER: **16552**
POST/CASE NUMBER OF SUPERVISOR: **13581**
REASON FOR CLASSIFICATION: No GJP exists
REGION/DIVISION: **ESAR**
COUNTRY: **Burundi**
DUTY STATION: **Bujumbura**
OFFICE: **Burundi**
SECTION: **Operations**
UNIT: **Supply**

CATEGORY: **GS**
PROPOSED LEVEL: **GS-6**
JOB TITLE: **Logistics Associate**
Functional Code:
ICSC CCOG Code:

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 :

The Logistics Associate performs highly skilled work on UNICEF supply chains, and manages the more complex cases and client requests, which frequently requires the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases. This is the senior GS level for specialized supply chain work and requires advanced specialized knowledge acquired through formal training and experience.

The function is characterized as highly independent and provides opportunities for Associates to lead and carry out responsibility for end-to-end supply chain management from the beginning to the end of the process and provide input into the design and development of improved supply chain services and delivery mechanisms.

Purpose for the job:

Under the supervision of the Supply & Logistics Specialist, the Logistics Associate, provides a broad range of transactional, procedural and administrative tasks in support of the efficient warehousing and reception / distribution of the supplies, ensuring timely and efficient output that

is in compliance with UNICEF rules and regulations, whilst demonstrating the capacity to research, adapt and evaluate irregular cases, and also to recommend improvements to process delivery and design.

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

Warehousing:

- Record daily warehouse transactions in Vision ZSUPPLY module including Goods Receipts from local and offshore sources, Goods Dispatches from the warehouse to implementing partners and end-users. Accurately enter supply details, i.e. Sales Order No. Purchase Order No., quantity, unit of measure, material no., item descriptions and expiry dates.
- Manage UNICEF warehouse facilities and operations in line with UNICEF policies and procedures. Undertake with minimum once a week visits to the warehouse facilities. Reconcile, and update if necessary, Vision stock data using stock receipts and dispatches. Ensure stocks are properly arranged for ease of visibility and counting.
- Coordinate in a weekly basis with Procurement , Suppliers and forwarding agent receipt of local and offshore procurement into the warehouse
- Assess warehousing capacity including facilities, conditions of equipment, manpower, and processes. Propose corrective actions to supervisor.
- 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.
- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- 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. Reconcile Vision vs physical stocks for any variances with explanations. Prepare documentation for any commodity disposal or write-off action of stock with justification through Property Survey Board committee.

Shipping:

- 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.
- Follow the clearance process with the forwarders: upon receipt of the boarding report, prepare the order of transit and append all documents. Inform colleagues upon goods reception.
- Issue RFQ in vision, collect offers from freight forwarders, establish the matrix of comparison in order to award contract for the dispatch of goods.
- Supervise receipt of consignments and dispatch of supplies timely.
- 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.
- 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.

IV. Impact of Results

The Logistic Assistant's impact directly affects the quality and timeliness of the delivery of a range of different services for which the unit is accountable. The impact of these services indirectly affects the timely completion of other processes for clients and reflects directly on the overall reputation of the supply team in terms of quality and responsiveness to client needs.

The Logistic Assistants' client interface focuses on the coordination and planning of routine supply chain activities, including the transportation of goods and materials, purchase orders, contracts, delivery and payments. These relationships are important to ensure that deadlines are met and that work results adhere to regulations, rules and guidelines.

V. Competencies and level of proficiency required

Core Values attributes

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

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

*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.

VI. Skills

- Thorough knowledge of a range of specialized topics, including relevant supply chain processes, partnership mechanisms, rules and regulations related to public sector procurement.
- Ability to interpret and apply specialized rules and regulations to the particular circumstances of individual cases.
- 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 develop and maintain effective working relationships with stakeholders and gain the assistance and cooperation of others in a team endeavor.
- Ability to use supply related modules within UNICEF ERP system (SAP).
- Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision.
- Ability to draft clear and concise reports or rationale for supply related decisions on key issues.

VII. 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:	Minimum 6 years of progressively responsible professional work experience at the national level in Transit, Custom Clearance, logistics, and/or other related fields. Candidates with a bachelor's degree from an accredited institution in the above relevant technical field with a minimum of 3 years of experience. Those with a master's degree from a recognized academic institution in the above relevant technical field with a minimum of 1 year of professional work experience in the relevant field will be counted as 6 years of work experience.
Language Requirements:	Fluency in French and working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.