

LOGISTIC INTERN TOR- Lusaka, UNICEF Zambia CO

Title	Logistic Intern (For Zambian Nationals only)
Purpose	To support the supply and logistic team
Location	Lusaka
Duration	6 months
Start Date	
Reporting to	Supply and Logistic Specialist or Supply & Logistic Associate
Budget Code/PBA number	
Project and activity codes	

Background and Justification

This internship is part of UNICEF ongoing health and immunization programme. The intern will support the in-country logistics aspect of the programme to ensure that UNICEF supplies are delivered to partners in a safe and timely manner using the most suitable and sustainable logistics solutions. The intern will be working with the UNICEF Supply team, Programme team, Clearing Agent as well as partners particularly the Ministry of Health and ZAMMSA.

Objectives/Target

The objective of the internship to ensure that UNICEF supplies are delivered to partners in a safe and timely manner using the most suitable and sustainable logistics solutions

Major duties/responsibilities and output expectations

Under the direct supervision of Supply and Logistics Specialist or the Supply & Logistics Associate, the intern will:

- Support the tracking of UNICEF international shipments including customs clearance for timely delivery to partners or UNICEF warehouse
- Support the receipt and distribution of UNICEF supplies
- Support the monitoring of UNICEF third party transporters for in-country distribution
- Follow up with UNICEF programme sections to process Goods Receipt and Hand Over to Partners in a timely manner (GIT clearance).
- Support the UNICEF warehouse inventory management and well as reporting analytics
- Any other related tasks as may be required or assigned by the supervisor.

Qualifications and experience

Education

A formal education in supply chain management is required practically in logistics, transport or inventory management is preferred. Alternatively, BA or procurement education is acceptable.

Work experience

6 months professional experience (including internships or volunteer work) is an asset

Skills and Competencies:

- Transport management
- Logistics management
- Inventory or stock control
- Warehouse management
- Customs clearance
- Professional/trades skills in supply chain management and logistics
- Good communication skills.
- Good Analytics skills with Excel
- Good interpersonal skill

Learning elements

This position is based in a dynamic Operation team and the intern will interact with operation and programme specialists, officers, and associate in UNICEF. This position offers excellent learning opportunities in understanding and applying expertise.

Fees and Honorarium

According to UNICEF's internship program administrative instruction, no compensation will be provided. Where appropriate, interns may be reimbursed for travel expenses incurred during official travel authorised by UNICEF. A monthly stipend enough to cover transport costs of in Zambian currency shall be paid for the internship duration (6 months).

Evaluation

Evaluation will be done at the end of the internship by the supervisor, and intern and a copy of the evaluation will be provided to the intern and the original submitted to HR.

Work Place and Duration

The duty station will be in Lusaka. The internship will be for-6 months.