

## UNICEF SIERRA LEONE COUNTRY OFFICE

### Temporary Assignment

#### SUMMARY

<b>Title</b>	Logistics Assistant
<b>Reports to</b>	Logistics Specialist (P3)
<b>Duration of Assignment</b>	364 days
<b>Post no.</b>	
<b>Level</b>	GS5
<b>Type of contract</b>	Temporary Assignment
<b>Location</b>	Freetown, Sierra Leone

#### PROJECT BACKGROUND

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does, i.e. in development programs, in advocacy and in operations. Core to the attainment of rights of children are the commitment to Sustainable Development Goals and the principle of not leaving anyone behind. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens not only will give all children the opportunity to reach their potentials, but also will lead to sustained growth and stability of countries. Without an equity focus, it will not be possible to accelerate 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, whilst also supporting the equitable development of nations.

UNICEF supported programmes are heavily dependent on access to essential supplies of assured quality, sourced offshore and/or in local markets. These items are either delivered to implementing partners or to the UNICEF warehouse where goods are stored and distributed to end-users. UNICEF has agreements with partners, suppliers, freight forwarders, clearing agents and transport companies, among others, contributing to supply chains for these life-saving goods.

The UNICEF Logistics Assistant will be based at the UNICEF Warehouse in Freetown but on a case by case basis may be required to attend meetings and perform assignments at the UNICEF Country Office at the Central Medical Stores Compound in New England, Freetown.

#### TASKS AND DELIVERABLES

Under the direct supervision of the Logistics Specialist (P3) or otherwise as per the Country Office (CO) organogram, the Logistics Assistant (GS5 - TA) will contribute and will support the country office warehouse operations. Carries out the receiving, storage, packing, loading, stock counts, re-organizes the stocks in the warehouses and weekly inventory movement reports. Following-up on clearing and shipment to be delivered in UNICEF or Partners Warehouses. Supports pre-positioning and distribution as might be needed.

The main duties and responsibilities are:

- 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. If necessary, assists the implementation of new warehouse facilities which may include installation and assembly of temporary warehouse structures (e.g. Wiik-Halls/Rub Halls type structures).

- Support to the maintenance of 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.
- Supervise receipt of consignments and dispatch of supplies.
- Prepare stock reports. Monitor inventory to track trends and account for the inventory status from source to beneficiaries. Carry out regular physical counts of inventory in the warehouse. Prepare documentation for commodity disposal through Property Survey Board Committee. Keep track of near to expiry supplies ensuring FIFO and FEFO approaches.
- Timely processing of information in VISION system, Goods receiving and put away immediately, Picking before order preparation and Waybill before truck movement. Ensure that documents are reviewed and validated by supervisor and maintains appropriate filing of logistics and shipping documents
- Tracks and monitors incoming shipments, stock management, transport and carries out the loading and un-loading of planes, trucks and containers
- Permanently reconcile stocks and conduct analysis and immediately inform supervisor in case of discrepancy / anomaly. Submit regular reports for a continuous overview of supply chain operations including volumes, values, incoming goods, warehouse stocks and distribution.

Performs any other duties as requested by the Supervisors.

## QUALIFICATIONS

### Required

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.

### Work 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.

### Additional criteria:

- Understanding of UNICEF Mission Statement and UNICEF Guiding Principles.
- 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.
- Experience using MS Word, Excel, PowerPoint, SAP and ability to learn other UNICEF office tools.
- Ability to use supply related modules within UNICEF ERP system (SAP).
- Fluency in English is required. Knowledge of a local language is an asset.

### 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)

Only applications of short-listed candidates will be acknowledged. Candidates are informed that all applications are subject to background verification which may include academic and professional experience reference checks.

UNICEF is committed to diversity and inclusion within its workforce and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of our organization.

UNICEF does not charge a fee at any stage of the recruitment process including application, interview, meeting, traveling, processing, training etc. UNICEF is a non-smoking working environment.

**Prepared by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Endorsed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_