



Logistics Assistant

Job title:	Logistics Assistant
Level:	G5
Position Number:	204034
Location:	Kathmandu, Nepal
Full/Part time:	Full time
Fixed term/Temporary:	Fixed-term
Rotational/Non Rotational:	Non Rotational
Duration:	One year with possible extension subject to performance

The Position:

The Logistics Assistant is located in the Country Office, Kathmandu and under the overall guidance of the International Operations Manager, reports directly to the Procurement Associate. S/he will work in close consultation with the Program Analyst RHCS, Humanitarian team and operations team.

How you can make a difference:

UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's new strategic plan (2023 - 2027), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need staff who are transparent, exceptional in how they manage the resources entrusted to them and who commit to deliver excellence in programme results.

Job Purpose:

In support of UNFPA's strategic direction at the country office level, the Logistics Assistant contributes to building country office capacity on program supplies management and particularly responsible for all downstream supply chain activities including:

- Support the delivery of UNFPA programme supplies and monitoring results achieved in the implementation of UNFPA programme supplies (mainly RHCS);
- Ensure proper implementation, coordination and tracking of logistics activities of UNFPA programme supplies.



You would be responsible for:

Support the delivery of UNFPA programme supplies and implementation of last mile assurance (LMA):

- Ensure all IPs receiving UNFPA's program supplies has valid IP agreements and set clear rules of engagement for our Implementing Partners (IPs) in safeguarding, managing, and using programme supplies.
- Assist in developing Supply Chain (SC) Maps of the LMA process, providing an initial level of visibility on the key components, at the national, sub-national, and local levels, of the SCs through which UNFPA-donated programme supplies are managed and distributed.
- Assist SCM Capacity Assessments to identify the IP's strengths and weaknesses (in the areas of SCM policies, procedures, systems, controls, and physical, financial, and human resources) and required risk mitigation actions, including capacity-building efforts and/or oversight mechanisms.
- Assist in conducting SCM risk assessment to measure the risk that UNFPA-donated programme supplies are not properly safeguarded and managed by the IPs to whom they have been entrusted or are not reaching the intended beneficiaries.
- Assist preparation of Program Supply Report as per frequency to be determined based on the SC risk level and value of supplies.
- Support performing necessary assurance activities of program supplies.

Ensure proper implementation, coordination and tracking of logistics activities of UNFPA programme supplies:

- Review and update on a quarterly basis the information in the PSB Country Profile Database for accuracy and completeness;
- Complete all field office pre-shipment coordination activities (e.g., warehouse readiness checks, notifying IPs, obtaining customs clearance documentation, authorizing shipments);
- Ensure timely maintenance of Order Tracking System (OTS) data requiring field office input (e.g. shipment documents received date, goods arrived date);
- Ensure timely completion of customs clearance procedures; Organization of shipments, customs clearance arrangements, preparation of official documents for UNFPA shipments (received/sent), Preparation of all necessary documentation, import permission, exemption and implementation of follow-up actions;
- Coordinate and execute all steps necessary to successfully receive and inspect incoming shipments;
- Initiate and document any communications in regard to discrepancies, damages or other issues identified during the receiving and inspection process;
- Prepare delivery slips and coordinate the preparation of the shipments with the warehouse focal points or managers, as appropriate;
- Supervise and follow up delivery of the commodities and supplies to either UNFPA or IP warehouses; Liaise with shipping agents on vessels and air schedule and coordinate



logistics involved in repackaging and shipping of RH commodities; Coordinate distribution of RH commodities and medical equipment with local health authorities e.g. warehouse managers and programme coordinators;

- Ensure the appropriate delivery documents are promptly completed, signed and properly filed;
- Perform in country inventory stock counts and reconciliations on quarterly basis;
- Perform monthly stock counts and keep records and documents up to date with information of current stocks in PSRO leased warehouse
- Coordinate safe disposal of expired and damaged goods;
- Serve as the office point of contact for all cases involving inventory write-offs;
- Support the process of assessment warehouse, spot checks and audit of programme supplies.
- Ensures that inventory certification and independent verifications are timely prepared and maintained.
- Manages/Monitor stores, warehouse of all commodities, supplies, consumables per project; and ensures Quality and Quantity control measures are in place.
- Ensure all the inventory movement (Receive/handover/write-off) are recorded in the Shipment Tracker.
- Monitors the status of ordered commodities, incoming shipments, both from local and international, in close coordination with the Supply Chain Management Unit (SCMU) and the Requesting Unit.
- Reviews, verifies and submits bills and/or invoices related to forwarding, warehousing, insurance and brokerage services provided by supplier/s to the Requesting Unit for Requisition.

Other

Assistance in the provision of other administrative support:

- Assist in ATLAS/Quantum functions assigned;
- Assists on Administration and Procurement activities of the country office.
- Assists programme team to guestimate/quantification decision making on commodities by providing inventory information.
- Maintain higher sensitivity while working with children, people living with disability, LGBTIQ + and the members of vulnerable and excluded groups.
- Perform any other activity as required to assure the success of the team.

Qualifications and Experience

Education:

- Completion of Secondary Level Education is required.
- Bachelor's degree in administration, economics, business management or related degree is preferable.
- Formal recognized training and/or local or international certification in logistics and/or procurement is an asset.



Knowledge and Experience:

- Minimum of four (4) years of relevant experience in supplies management, logistics or related field in an international organization, the private or public sector, preferably in health sector.
- Knowledge of good storage and distribution practices established by the World Health Organization is desirable.
- A valid driving license (preferably for both manual and automatic transmission) will be an added advantage
- Experience with specialized inventory management software desirable.
- Excellent skills in MS Office packages, databases and the Internet.
- Familiarity/Experience in the use of Google Scripts (or JavaScript in general) for data management is highly desirable.
- Strong interpersonal, planning and organizational skills.
- Good written and verbal communication skills.
- Strong analytical and data interpretation skills

Languages:

Fluency in English is required and knowledge of the local language is an asset.

Required Competencies

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity, • Demonstrating commitment to UNFPA and the UN system, • Embracing cultural diversity, • Embracing change. 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Logistic support • Managing data • Managing documents, correspondence and reports • Managing information and workflows • Planning, organizing and multi-tasking • Managing financial processes • Delivering results-based programmes
<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results, • Being accountable, • Developing and applying professional expertise/business acumen, • Thinking analytically and strategically, • Working in teams/managing ourselves and our relationships, • Communicating for impact. 	

Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus health insurance, pension, dependency allowances, annual/sick leave and other benefits as applicable.



Disclaimer

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