

United Nations Population Fund - Country Office Philippines is currently looking for **Logistics and Inventory Assistant for UNFPA Manila Office** (period covering 9 Oct 2017 – 8 Jan 2018 with the following Terms of Reference:

- Reviews all invoices and delivery receipts of the supplier/s for all goods and commodities procured for the Requesting Unit/s. Verifies and submit the documents to the Requisitioner;
 - Manage stores, warehouse of all commodities, supplies, consumables per project. Ensure Quality and Quantity control measures are in place;
 - Manage inventory items (inventory focal point), including regular inventory status updates;
- Ensures appropriate planning, implementation, monitoring and evaluation of the supply chain operations as well as overseeing preparation of documentation for all goods and commodities for donation;
- Monitors the status of incoming shipments, both from local and international suppliers, in close coordination with the Procurement Services Branch (PSB) and the Requesting Unit;
- Processes all necessary documentations for the Request for Exemption for all incoming shipments from abroad. Ensure that documents are ready and will be provided to the broker and forwarder before the arrival of shipment to the port of entry;
- Reviews, verifies and submits bills and/or invoices related to forwarding, warehousing and brokerage services provided by supplier/s to the Requesting Unit for Requisition;
- Provides support to the Procurement Associate with regards to Procurement;
- Processes logistics requests from Programme and ensures follow-up action completed
- Perform any other duties as may be assigned by the Representative or by the supervisor.

Job Requirements:

Education:

Completed secondary level education required. First level university degree in Business Administration, Management, Transport or other related field is desirable.

Knowledge and Experience:

Five years of professional work experience in logistics management at the national level.

Required Competencies:

- Proven analytical and written presentation skills and ability to communicate to a number of internal and external stakeholders.
- Mathematical skills and attention to detail.
- Ability to identify potential problems before they occur. Proactive in preparation and uses initiative in response.
- Ability to manage day to day interactions with contracted external service providers and analyze their performance.
- Strong interpersonal and organizational skills.

- Computer skills, including internet navigation, and various office applications. Advanced level of Excel is needed
- Demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization.
- Previous experience in the UN an advantage.

Languages:

Fluency in English and Filipino

Values:

- Exemplifying integrity
- Demonstrating commitment to UNFPA and the UN system
- Embracing diversity in all its forms
- Embracing change

Core Competencies:

- 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

Please fill-up the attached P11 form and email it to pcortez@unfpa.org. Deadline for application is **COB 02 October 2017**.