



## JOB DESCRIPTION

<b>Official Job Title:</b>	Logistics Assistant	<b>Duty Station:</b> Manila
<b>Grade (Classified)</b>	G-5	<b>CCOG:</b>
<b>Post Number:</b>	109564	
<b>Post Type:</b>	<input type="checkbox"/> Rotational <input checked="" type="checkbox"/> Non-Rotational	
<b>Classification Authority:</b>		<b>Date:</b> Oct 2017

### 1. Organizational Location

The Logistics Assistant is located in Country Office (CO) in Manila, the Philippines and reports to the Procurement Associate.

### 2. Job Purpose

Under the guidance and supervision of the direct supervisor and the International Operations Manager, the Logistics Assistant ensures execution of transparent and efficient logistical services and processes in CO. The Logistics Assistant promotes a client-focused, quality and results- oriented approach within the CO.

The Logistics Assistant works in close collaboration with the Procurement Associate and the operations team as well as the staff in programme and humanitarian cluster in the CO, Sub-Office for resolving logistical-related issues and information exchange.

### 3. Major Activities/Expected Results

- 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.
- Train warehouse workers on UNFPA kits (RH kits, Dignity kits, WFS kits)

#### Accountable Processes in the Provision of Programme Supplies

Process 1: Forecasting and quantification of commodity needs of our recipients (IPs, NGOs etc)

Process 2: Inspection of procured goods at destination country

Process 3: Knowledge and provision of support for customs clearance and inspection at destination country

Process 4: Maintenance of data in Shipment Tracker system (details in below section)

Process 5: Knowledge and provision of support for proper interim storage and long-term storage

Process 6: Knowledge and provision of support for the transportation/distribution/delivery of procured items

Process 7: Knowledge and provision of support for the dispensing to the final recipient

Process 8: Knowledge and provision of support for the disposal of damaged and or expired items

Process 9: Reporting on all of the above processes, as required

#### Roles and responsibilities

- Periodical review and maintenance of records in Shipment Tracker.
  - Inventory Focal Persons are required to record physical receipt in the system as soon as the goods have passed a receiving and inspection process by CO;
  - Inventory Focal Persons are required to record 'goods put in warehouse' in the system and this applies to COs that hold static inventories.
- Clearing items recorded in Shipment Tracker as soon as they are handed over to IPs;
- Preparing and uploading duly signed Inventory Receipt forms once the goods are handed over to Implementing Partners;
- Reconciling Physical Count Sheets of periodic inventory counts with records in Shipment Tracker;
- Providing HQ with quarterly Inventory Certification Letters and supporting documents through submission of documents in AODOCs;
- Informing HQ on cases of inventory adjustments that are a result of damage/expiry/theft and other causes. This entails:



- Joint liaison with HQ and PSB to address discrepancies identified during the receiving and inspection process;
- Facilitating a process of inventory write off and providing HQ with supporting documents.
- Liaison with HQ team on inventory-related issues. This entails:
  - Provide HQ with clarifications on aged inventory balances;
  - Inform HQ on cases of donated goods that should be treated as in-kind contributions;
  - Respond to HQ requests on data completeness of records in Shipment Tracker;
  - Inform HQ on inventory goods that are procured/received by CO but the goods do not appear in Shipment Tracker;
  - Provide HQ with updates on locally procured items that are tracked through Shipment Tracker. Currently we track all inventory related goods procured locally for six COs. However, for the purpose of year-end closure Inventory Focal Persons are required to report all undistributed balances of locally procured inventories;
  - Inform the regional office on new requests for 'Authorization to hold static' inventories;
  - Respond to other inventory related ad hoc requests.

#### **4. Work Relations**

The Logistics Assistant internally interacts with Procurement Associate, the International Operations Manager, the Operations team, the CO's management team, the CO's programme team and the Field-Office teams. Externally, the Logistics Assistant interacts with counterparts in government, IPs and NGOs. When processing custom clearance, this involves external contacts with the Government partners concerned (Department of Finance, Bureau of Customs, Department of Foreign Affairs).

#### **5. 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 work experience in logistics management, inventory management or related field.

##### **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 analyses their performance.



- Ability to implement procedures for warehousing and stock management.
- Experience in supply chain and inventory management.
- 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.
- Humanitarian experience is an asset.

**Languages:**

Fluency in English and Filipino

**Required Competencies:**

- Values:** Exemplifying integrity, Demonstrating commitment to UNFPA and the UN system, Embracing cultural diversity, 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

