



Logistics & Operations Assistant

Job title:	Logistics and Operations Assistant
Type of contract:	Fixed Term
Level:	GS5
Position Number:	
Location:	Tehran, Iran
Full/Part time:	Full time
Duration:	1year

The Position:

Under the overall supervision of the Operations Manager the incumbent will work in close collaboration with implementing partners, other agencies and CO staff to coordinate logistics support for UNFPA operations and ensure effective management of humanitarian related logistics activities funded by KOICA project.

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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:

You will support the effective management of UNFPA and KOICA funded project activities by providing efficient contribution in the areas of logistics, supply chain and operations:

- Demonstrate a client-oriented, results-focused approach to interpreting the rules, procedures and guidelines in relation to supply management and logistics, while providing support and guidance to the Country Office and UNFPA-supported projects.
- Support the delivery of UNFPA programme supplies and monitoring results achieved in the



implementation of UNFPA programme supplies

- Support efficient implementation, coordination and tracking of logistics activities of UNFPA programme supplies.

Main responsibilities include:

- Provision of logistical support to UNFPA Humanitarian project funded by KOICA as well as the Country Office and track the shipment, receipt and distribution of commodities and supplies procured both internationally and locally;
- Perform customs clearance in accordance with the established local procedures;
- Perform functions of Inventory Focal Point by entering data related to receipt and release of UNFPA commodities in Order Tracking System (OTS), perform physical count and inventory cross-checking and submit inventory certification reports;
- Provide support in prepositioning, warehousing, transportation and delivery of commodities and supplies;
- Assist in data capture and reporting of programme supplies including preparation of procurement plan for commodities, medical equipment and supplies by consolidation of needs and forecasting of data and entering data in the annual procurement plan for processing;
- Provide support in projecting future needs for prepositioning of emergency supplies and forecast its logistics related costs (e.g. transportation, warehousing, distribution channels, contingency plans);
- Complete all pre-shipment coordination activities (e.g., warehouse readiness checks, notifying IPs, prepare required correspondences to obtain Government letters to custom authorities, arrange transportation to warehouses, etc);
- Assist in maintenance of Order Tracking System (OTS) data requiring field office input (e.g. shipment documents received date, goods arrived date) in close cooperation with shipment tracker focal point;
- Ensure timely completion of customs clearance procedures including preparation of all necessary documentation, implementation of follow-up actions;
- Assist in business operations strategy related reporting related to logistics, customs and operations
- As appropriate, participate in joint field assessments or undertake UNFPA specific field visits/assessment missions to gain a better understanding of potential logistics infrastructure, warehousing facilities, health facilities and distribution systems if needed. Document any communications in regard to discrepancies, damages or other issues identified during the receiving and inspection process and report as necessary
- Assist in coordinating the delivery of commodity to IP warehouse focal points or managers, as appropriate;
- Ensure the appropriate delivery documents are accurate and promptly completed and signed i.e DS/Delivery slips, RIR/Receipt and Inspection reports, DL/Distribution List, etc and handed over to Shipment tracker focal point for timely recording in the system;
- Support the process of assessment of warehouses, spot checks and audit of programme supplies;
- Assist CO to apply all requirements of LMA/Last Mile Assurance process as well as Supply Chain



management;

- Assist in operations activities of the Country Office, mainly in the areas of logistics and administration

Qualifications and Experience Education:

Completed Secondary Level Education (High School) required. First level university degree is desirable.

Knowledge and Experience:

- At least 5 years of relevant experience in logistics, supply chain management and operations, preferable in UN system and/or International organizations
- Knowledge and application of relevant corporate policies and procedures, systems and tools of supply chain management, logistics and operations support.
- Proficiency in current office software applications and corporate IT systems.

Languages:

- Fluency in Farsi and English is required.

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"> ● Providing logistical support ● Managing data ● Managing documents, correspondence and reports ● Managing information and work flow ● Planning, organizing and multitasking ● Supporting financial data analysis
<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 	

UNFPA Work Environment

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life.

UNFPA promotes equal opportunities for all including persons with disabilities.



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