



## RHCS Logistics Associate

<b>Job title:</b>	<b>RHCS Logistics Associate</b>
<b>Level:</b>	<b>G6</b>
<b>Position Number:</b>	<b>3919</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed-term</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>
<b>Duration:</b>	<b>One year with possible extension subject to performance</b>

### **The Position:**

The RHCS Logistics Associate is located in the Pacific Sub-Regional Office (SRO) and reports directly to the RHCS Technical Specialist and works in close consultation with the RHCS 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 (2018-2021), 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 sub-regional level, the RHCS Logistics Associate contributes to building sub-regional capacity and ensuring effective and efficient application of resources in the following activities:

- 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 monitoring results achieved in the implementation of UNFPA programme supplies (mainly RHCS):**

- Support in data capture and reporting of programme supplies including preparation of procurement plan for RH commodities, medical equipment and supplies by consolidation of needs, forecasting of data based on country usage and requirements in the Region, and entering data in the annual procurement plan for processing;
- Follow-up on requests of commodities based on comprehensive analysis of Implementing Partners (IP) inventory reports;
- Follow IP inventory reports reconciliation, ensuring they are timely generated for request, supply, forecast, procurement and distribution;
- Follow up on stock reports and receipts of goods;
- Analyze logistics data and information generated, and prepare reports that inform appropriate decision making and follow up actions including generate consumption, stock on hand, stock out and other relevant reports to facilitate forecasting and quantification;
- Support appropriate application of system and procedures and develop enhancement if necessary (Logistics Management and Information System/LMIS, Health Management Information System/HMIS);
- Participate in review meetings and evaluation missions and prepare regular inputs to status and progress report;
- Follow up on deadlines, commitments made, actions taken and coordination of collection and submission of the reports to the RHCS advisor;
- Prepare all substantive meetings on RHCS with relevant stakeholders;
- Provide assistance in the preparation of budget, and provide information for programme supplies commodities.

**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, 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.

### **Other**

Assistance in the provision of other administrative support:

- Assist in ATLAS functions assigned;
- 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 Six (6) 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 licence (preferably for both manual and automatic transmission) will be an added advantage
- Experience with mSupply or other 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

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

### 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

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline <http://www.unfpa.org/help/hotline.cfm>

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.