



## Shipping & Warehouse Assistant

<b>Job title:</b>	<b>Shipping &amp; Warehouse Assistant</b>
<b>Level:</b>	<b>SB3</b>
<b>Location:</b>	<b>Suva, Fiji</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>

### **The Position:**

The post of Shipping & Warehouse Assistant is located in Suva, Fiji as part of the UNFPA Pacific Sub-Regional Office and reports directly to the RHCS Technical Specialist.

### **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:**

The Shipping & Warehouse Assistant will be responsible for the supervision of clearing and forwarding agents to expedite timely delivery of commodities to the Pacific Sub Regional Warehouse and managing of distribution to the 14 Pacific Island countries including technical support to national public health system warehouses and central medical stores. S/he will maintain contact with Customs clearing agents, shipping company, Port authority, Third party port operators, Transport companies and Ministry of Health staff in the PICTs.

### **You would be responsible for:**

S/he will be part of the UNFPA PSRO Supply Chain Management team, which provides timely delivery of RH commodities to the 14 Pacific Island countries:

#### **A. Port Clearance**

- Follow up and collection of form M exemptions prepared by Field Office Admin and Procurement Staff.
- Follow up with the MoFA waivers
- Collection of shipping company debit note from shipping company in collaboration with clearing agents.



- Collection of terminal charges from port authorities or third-party container terminal operators in collaboration with shipping company/clearing agents.
- Review shipping company and terminal charges and recommend to field office for payment.
- Review of receipts for shipping and terminal charges in collaboration with clearing agents to ensure compliance with UNFPA procurement rules
- Supervises the loading of the container and monitor container until delivery to agreed location.
- Ensure timely return of containers to shipping company.
- Obtain container deposit from shipping company and remit to field office

#### **B. Commodity procurement and supply documentation**

- Documentation of delivery of commodities to Implementing Partners using UNFPA recommended formats
- Documentation of procurement of SRH supplies from requisition to purchase order level
- Support to Country Warehouse staff in monthly physical stock count and documentation in stock cards and ledgers
- Support to PSRO Warehouse in inventory management in line with standard operating procedures
- Review and update on a quarterly basis the information in the SCMU 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.

#### **C. Monitoring & Evaluation**

- Regular spot checks, monitoring and reporting of the central pharmacy /medical stores and service delivery points at all levels, to ensure zero stock outs of RH commodities.
- Tracking of incoming and outgoing shipments using recommended format and regular update of documents
- Storage of documentation for RH supplies transactions and Analysis of data from tracking tools to inform decision making
- Operational support and regular contact with the UNFPA staff in country for confirmation of receipt of shipment;
- Provide support to finance, audit including last mile assurances in the focal countries.

The specific tasks for this position will include:



- Initiate Requisitions for RH commodities (contraceptives, RH equipment and others) in Atlas ERP software for procurement based on specifications provided requesting units
- Follow up with SCMU focal point on issuance of Purchase Orders and delivery dates and shipping documents
- Prepare documentation required and submit to MoFA requests for FA608 approval for each shipment
- Notify SCMU focal point when required waivers are obtained and give greenlight to ship items
- As Warehouse focal point and back-up for the Logistics Associate, follow up with Customs Clearance Agent for delivery of items to PSRO Warehouse
- Liaise with Logistics Associate and SCMU focal point for shipment inspection at point of delivery to warehouse and ensure items delivered are recorded in stock cards and M-supply software
- Prepare shipments to countries based on validated/approved country requests including documentation of delivery notes and liaising with freight forwarders
- Provide technical support to physical inventory counts and inventory certification on quarterly basis in PSRO Warehouse
- Follow up with countries to ensure timely submission of Quarterly RHCS reports and save reports in Google drive (and provide update on submission rates)
- Update all off-line and online tracking tools for procurement for Pacific-SRO and submit updated documents to Google sheets with notification to SCM team members on weekly basis
- Generate reports on procurement tracking tools for analysis of clearing lead time and procurement lead time
- Provide technical support to in-country inventory stock counts and reconciliations on quarterly basis
- Report allocated procurement and supply chain indicators in SIS
- Prepare minutes of Supply Chain Meetings and ensure action points are documented and follow up
- Carry out any other duties as may be required by the supervisor or senior management team.

## **Qualifications and Experience**

### **Education:**

- Completed secondary level education required.
- Bachelor's degree in administration, economics, business management or related degree is desirable.
- Formal recognized training and/or local or international certification in logistics and/or procurement is an asset.

### **Knowledge and Experience:**

- Minimum of five (5) years of relevant experience in warehouse management, inventory/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.



- Experience with mSupply or other specialized inventory management software desirable.
- Strong interpersonal, planning and organizational skills.
- Good written and verbal communication skills.
- Experience in programme and/or technical assistance with the UN System.
- Previous experience with the United Nations and/or an International Institution or Organization is preferred.

#### Languages:

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

#### 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>• Result Oriented</li><li>• Managing data</li><li>• Managing documents, correspondence and reports</li><li>• Managing information and workflow</li><li>• Planning, organizing and multi-tasking</li><li>• Managing financial processes</li><li>• Job knowledge / technical expertise</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.