

**UNITED NATIONS CHILDREN'S FUND
ETHIOPIA COUNTRY OFFICE**

VACANCY NOTICE NO. ECO/VN- 13/2010

POST TITLE Logistics Officer	POST LEVEL NO-B	DATE ISSUED 19 April 2010
IMIS No: 14097	REPORT TO Logistics Officer (level 3)	CLOSING DATE 03 May 2010
ORGANIZATION UNIT Supply & Logistics	DUTY STATIONS Addis Ababa	CONTRACTUAL STATUS Fixed-term (FT)

PURPOSE OF THE POST:

Under the direct supervision of Logistics Officer (Level 3) Reviews government policy/rules/regulations/Procedures, and negotiates facilitation arrangements, handles contract management with third party logistic service providers, provides technical assistance to counterparts in order to improve the delivery of UNICEF'S supplies, oversees correct running of warehouse/s.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- Liaise and negotiate with the Federal and Regional Governments, regulatory bodies and relevant institution on the application of various rules and regulations that affect UNICEF Supply/Logistics operation in the country. Provides the Supply & Logistics Section with the necessary periodic updates on the outcomes of the negotiations and agreements.
- Explore improved system of port and customs procedures and advise on the necessary management actions required to enhance the efficiency and effectiveness of the supply and logistics component of the UNICEF programme implementation.
- Conduct field visits to UNICEF field offices and/or major project sites and provide technical assistance (including capacity building to Government counterparts) in areas of supply/logistics operations such as warehousing, transportation and customs clearance. Proposes corrective actions when irregularities are observed and monitors follow-up actions.
- Handle contract management for transportation and forwarding/customs clearance services and monitor performance of the agents and companies involved as per the established contract agreements
- Oversee ICC warehouse ensuring SOPs are followed. Oversee inventory controls, transport planning and collection of Model 19 receipts.

MINIMUM REQUIREMENTS:

Educational requirements: University degree in Business Administration, Management or related technical field. Diploma in supply and/or logistics management would be an asset.

Work Experience: Two years of professional work experience in supply/logistics management

Skills required: Proven analytical and negotiating skills. User knowledge of standard MS Office package, demonstrated ability to work in a multi-cultural environment, and establish harmonious and effective working relationships both within and outside the organization. Persistent and flexible.

Language requirement: Fluency in English and Amharic, proven writing ability in English.

Competencies: Communication, Working with People, Drive for Results, Formulating Strategies and Concepts, Analyzing, Applying Technical Expertise, Learning and Researching, Planning and Organizing.

Applications along with the updated UN Personal History Form and photocopies of supporting documents including last two Performance Evaluation Reports should be submitted to:

Human Resources Manager
UNICEF-Ethiopia
P. O. Box 1169, Addis Ababa

Quoting Job Title and Reference ECO/VN –13/2010

DISTRIBUTION: All UNICEF staff members, U.N. Agencies and external advert

UNICEF is a smoke-free environment and Applications from qualified women are encouraged