

VACANCY ANNOUNCEMENT (Exclusively for Nationals of Côte d'Ivoire)

Post Title : **LOGISTICS OFFICER**
Type of Contract : **FIXED TERM**
Post Level : **NOB**
Imis Number : **59899**
Duration : **2 YEARS**
Duty Station : **ABIDJAN**
Closing Date : **MAY, 29th 2009**

1. PURPOSE-OF THE POST:

- Under the supervision of the Supply and Logistics Manager, assists in the design and management of logistics systems and operations at country office level and ensure implementation across the country programme.

2. MAJOR DUTIES AND RESPONSIBILITIES

- Participates in strategic planning and policy formulation in the area of logistics. Assists in the development of the logistics component within the country programme, ensuring that logistics considerations all the way to distribution to project site are included.
- Assists in the development and implementation of logistics planning through coordination with Operations/Programme sections. Provides technical advice/supervises logistics arrangements, facilitating efficient, storage and distribution of supplies and equipment to end-users from ports of entry and warehouses.
- Maintains contact with Supply Division, Copenhagen, on logistics policies and guidelines. Interprets and advises the country office and Government on logistics best practice, impacting delivery and utilization of UNICEF supplies and equipment. Maintains appropriate links with Copenhagen on trans-national shipments and delivery.
- Undertakes field visits to project sites, sub-offices, implementing partners and counterparts to inventory and monitor supply inputs. Proposes corrective actions to improve logistical procedures.

- Evaluates potential logistics service providers (both commercial and non-commercial) and drafts agreement accordingly.
- Identifies training needs and develops training activities in logistics management for UNICEF staff/consultants and counterparts, designed to improve supply delivery and monitoring.
- Reviews the logistics component of country budget proposals for consideration during budget reviews.
- Conducts special management reviews and/or follow-up on audit observations to assist in the improvement of office procedures and practices related to logistics.
- Assists in the designs of logistics systems to best support country programme strategy. Ensure that logistics systems are implemented and replicated in a coherent way across the country programme in order to ensure standardization of format.
- Maintains appropriate information flow to all logistics stakeholders and ensures reliability, timeliness and appropriateness of logistics data provided. Presents data in a clear and concise manner.

3. QUALIFICATIONS, SKILLS AND ATTRIBUTES

- University degree in Logistics, Business Administration, Management or related field.
- Two years of progressively responsible professional work experience at national and international level in logistics, supply. Varied supply/logistics functional background an asset, from procurement to warehousing, transport management and distribution to beneficiaries. Experience within a complex inter-agency operating and emergency environment are also an asset.

4. COMPETENCIES

- Proven ability to conceptualize, innovate, plan and execute ideas and systems;
- Ability to express clearly and concisely ideas and concepts convincingly in written and oral form;
- Proven ability to plan, manage and monitor the effective use and safekeeping of fixed assets and financial resources;
- Ability to plan, coordinate and manage multiple activities and adjust to changing priorities;
- Ability to organize, manage and participate within teams;
- Ability to organize and implement training aimed at building capacity;
- Good interpersonal skills to ensure effective working relationship with partners and colleagues. Sensitivity to partner's needs and expectations, maintaining open communications;
- Innovative, able to take risk and able to lead or participate in change to keep operations working.

Practical and solution oriented;

- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships, both within and outside the organization.
- Fluency in French with good knowledge of English. Knowledge of a local language is an asset.

5. WORKING CONDITIONS

- Post is office-based with frequent field visits to zone offices.

6. APPLICATION PROCEDURE

- Interested and qualified candidates should send their applications in a sealed envelope to:

Mr. Raoul KOTY
Chief of Operations
PO Box: 04 BP 443 Abidjan 04
UNICEF Côte d'Ivoire
Vacancy Number OPS/VN/LOCAL/FT/2009 – 025

- Or alternatively dropped their applications in the box at the reception office UNICEF Abidjan (18 rue Pierre et Marie Curie Zone4C), or at UNICEF Bouake (Quartier Kennedy), or at UNICEF Man (Quartier Domouraud)
- The applications should contain an updated UN Personal History Form (P.11), candidate self assessment form filled up, CV, copy of certificate of nationality, copies of academic certificates, diplomas, degrees etc.....
- The UN P11 form could be downloaded from:
http://www.unicef.org/about/employ/index_apply.html
- The candidate self assessments form could be downloaded from :
<http://www.unicef.org/cotedivoire/french>
- UN staff members are requested to provide last two Performance Evaluation Reports (PERs).
- **Please note that documents submitted along with your applications will not be returned. Ensure you send copies of your testimonials.**

Only short-listed applicants will be acknowledged.

QUALIFIED FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY

UNICEF IS A NON-SMOKING ENVIRONMENT