

UNITED NATIONS CHILDREN'S FUND
ETHIOPIA COUNTRY OFFICE
VACANCY NOTICE No. ECO/VN- 53/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
LOGISTIC OFFICER (ETH10070)	NOA	Bahir Dar	Fixed-Term (FT)	5 August 2010
LOGISTIC OFFICER (ETH10047)	NOA	Mekelle	Fixed-Term (FT)	5 August 2010

The United Nations Children's Fund (UNICEF), the world's leading organization working for the rights of children, is inviting applications for these positions.

PURPOSE OF THE POST

Under the general supervision of the respective Chief Field Office, participates in meetings to make sure that Supply and Logistics issues are considered in the planning process, evaluates and monitors the good storage and inventory control system are in place and assess training and capacity building needs of the Regional Bureaus, in the area of logistics and warehouse management.

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

- ✓ Participates in preparatory meetings with programmes colleagues and Government partners to ensure that correct and full Supply & Logistics specifications are taken into consideration during the POA planning meetings;
- ✓ Ensures that UNICEF supplies are stored correctly and inventory control system is in place in the regional bureau warehouses;
- ✓ Ensures storage of supplies in an efficient and transparent way with accurate information available on daily receipts and dispatches;
- ✓ Undertakes regular monitoring missions to evaluate the functioning of the Supply / Logistics chain and end use of UNICEF provided supplies;
- ✓ Monitors the flow of supplies from the central level in Addis Ababa through the Regional and Zonal levels to the Woreda level and end users;
- ✓ Carries out thorough assessment of storage and transportation facilities of the regional bureaus and develop proposals for enhancements where possible/appropriate;
- ✓ Provides technical support on streamlining logistics procedures and processes used in the regional bureaus regarding storage, transportation and other logistics related activities;
- ✓ Provides technical support on warehouse inventory control and good storage practices – including use of appropriate technology;
- ✓ Carries out a training needs assessment and develop a proposal for training of regional bureau staff in appropriate logistics areas such as warehouse management.
- ✓ Ensures coordination of logistics capacity building activities/ initiatives with other relevant organizations carrying out similar activities in the region.

MINIMUM REQUIREMENTS:

Educational requirements: University degree in Business Administration, with specialization in Logistics Management.

Work Experience: One year of practical professional work experience in the field of Supply, Logistics and Warehouse management.

Language requirement: Fluency in English and in the local working language of the duty station required.

Nationality: Candidates should be nationals of Ethiopia.

Competencies: Diversity and Inclusion, Communication, Working with people, Drive for results, Analyzing, Applying Technical Expertise, Planning and Organizing, Following instructions and procedures, Adapting and Responding to Change.

Applications should include a motivation a letter along with an updated CV and the UN Personal History Form (available at our Web site at www.unicef.org/employ). UNICEF and UN candidates should also include two recent Performance Evaluation Reports.

Please send your application to:
hraddisababa@unicef.org or mail/deliver it to:

**UNICEF Ethiopia,
 Opposite ECA Compound,
 Adjacent to German House,
 P.O.Box 1169,
 Addis Ababa, Ethiopia.**

Quoting Job Title, Duty Station and Ref. ECO/VN-53/2010. Only shortlisted candidates will be contacted.

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