

UNITED NATIONS CHILDREN'S FUND
ETHIOPIA COUNTRY OFFICE
VACANCY NOTICE No. ECO/VN- 51/2010

POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
WAREHOUSE OFFICER (ETH10027)	NOB	Addis Ababa	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 this position.

PURPOSE OF THE POST

Under the direct guidance of the Supply & Logistics Specialist, manage the daily operations of the UNICEF warehouse. Responsible for receipt, storage and dispatch of UNICEF supplies in timely, efficient and cost effective

MAJOR DUTIES AND RESPONSIBILITIES OF THIS POST INCLUDE:

Supervision of the warehouse to ensure:

- ✓ Timely receipt of UNICEF supplies from local & offshore sources, including quality & quantity control against relevant purchase orders & shipping documents.
- ✓ Timely dispatch of UNICEF supplies to designated consignees at locations, including preparing proper documentation & retrieval of Govt. receipts (Model 19) for supplies delivered.
- ✓ Daily interaction with UNICEF appointed transporter for distribution of supplies to Regions, if one truck is loaded with supplies for more than one Prog. Section, accurately calculate the percentage split between sections & record it on the Transport Order (TO).
- ✓ Ensuring that the data in the UNICEF warehouse inventory control sheet (UniTrack) is kept up to date & accurate, providing weekly & monthly reports. Maintain monitoring sheet for propositioned supplies at the warehouse & submit to Logistics Officer on the last working day of each month.
- ✓ Responsible for proper stock control (UniTrack) in the warehouse-including storage of supplies in appropriate location & monitoring of expiry dates. Prepare PSB submissions for proposed disposal of all expired items from the warehouse, monitor expiry date of supplies in the warehouse & follow up with Logistics Officer & relevant programme, staff on dispatch of short-life items in a timely manner.
- ✓ Maintenance of appropriate storage conditions for UNICEF supplies including control of rodents, safeguarding against water damage, and general cleanliness of the warehouse compound.
- ✓ Manage supervisees working at the warehouse, ensuring that all warehouse equipment is kept in a safe working condition, ensuring that the security guards working at the warehouse carry out their job in a professional manner.
- ✓ Process Title Transfer Vouchers (TTV) for Programme vehicles & ensure they are signed by both UNICEF & GOVT. Counterparts before dispatch of vehicles from the warehouse compound.

MINIMUM REQUIREMENTS:

Educational requirements: University degree in Business Administration, Management or a related field.

Work Experience: Two years of professional work experience in logistics management at the national level.

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

Nationality: Candidates should be nationals of Ethiopia.

Competencies: Commitment, Diversity and Inclusion, Integrity, Communication, Drive for Results, Working With People, Applying Technical Expertise, Adapting and Responding to Change, Following Instructions and Procedures, Planning and Organizing.

Applications should include a motivation 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 -51/2010. Only shortlisted candidates will be contacted.

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

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