



Logistics and Supply Associate

Job title:	Logistics and Supply Associate
Level:	GS7
Position Number:	00187770
Location:	Chisinau, Moldova
Full/Part time:	Full-Time
Fixed term/Temporary:	Fixed Term
Rotational/Non Rotational:	Non-Rotational
Duration:	364 days

The Position:

The Logistics and Supply Associate position is located in UNFPA Moldova Country Office. Under the overall guidance of the Humanitarian Coordinator and Operations Manager, and under direct supervision of the Procurement Analyst, the incumbent is responsible for all downstream supply chain activities, maintaining full confidentiality in all aspects of assignment; maintenance of protocol procedures, information flow and follow up on deadlines and commitments made. S/he works in close collaboration with the Humanitarian team, Programme and Operations staff in the Moldova Country Office to ensure effective and efficient programme implementation of the humanitarian response.

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 (2022-2025), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

UNFPA Moldova is actively involved in the humanitarian refugee response to the Ukrainian crises, supporting provision of women and girls' health services, including reproductive maternal health and psychosocial support and Gender-Based Violence support and referral assistance to refugees from Ukraine to the Republic of Moldova.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; we need principled and ethical staff, who embody human rights norms and standards, and who will defend them courageously and with full conviction; 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 Logistics and Supply Associate provides support in procurement, logistics, transport and management of program supplies for the humanitarian operation managed from the Moldova Country Office. Supervises clerical and support staff.

You would be responsible for:

- Participating to the forecasting and the planning of supplies procurement and delivery with stakeholders.
- Raising Requisitions for new order of RH Kits, Dignity Kits and other items.



- Following-up up orders in the pipe-line.
- Reviewing and updating on a quarterly basis the supply-chain information in the Country Office Profile Database for accuracy and completeness;
- Completing all field office pre-shipment coordination activities (e.g., warehouse readiness checks, notifying IPs, obtaining customs clearance documentation, authorizing shipments);
- Maintaining in a timely manner OTS data requiring field office input (e.g. shipment documents received date, goods arrived date);
- Ensuring timely completion of customs clearance procedures;
- Coordinating and executing all steps necessary to successfully receive and inspect incoming shipments;
- Arranging and coordinating all overland transportation and transfer of commodities in coordination with the logistics and transport companies, Government Authorities, and Country Office colleagues;
- Initiating and documenting any communications as regards discrepancies, damages or other issues identified during the receiving and inspection process;
- Preparing delivery slips and coordinating the preparation of the shipments with the warehouse focal points or managers, as appropriate;
- Delivering the goods to either UNFPA or IP warehouses;
- Ensuring the appropriate delivery documents are promptly completed, signed and properly filed;
- Performing in-country inventory stock counts and reconciliations;
- Coordinating safe disposal of expired and damaged goods;
- Executing IP inventory monitoring activities (e.g., on-site or remote inspections and stock counts, etc.);
- Ensuring data management in UNFPA Shipment Tracker;
- Serving as the office point of contact for all cases involving inventory write-offs.
- Assuming the logistics focal point role that concern larger volumes of program supplies transactions.
- Providing support in all administrative aspects related to office travel and transport management for staff and supported delegates/partners as per UNFPA policies and procedures.
- Providing hospitality/catering/logistical/administrative support and follow-up for meetings/conferences and for other UNFPA events;
- Maintaining an office filing system and assisting in archiving;
- Carrying out any other duties as may be required by UNFPA leadership.

Qualifications and Experience:**Education:**



- Completed secondary level education required. First level university degree preferred.

Knowledge and Experience:

- Seven years of relevant experience in logistics/administrative functions
- Proficiency in current office software applications and corporate IT systems required
- Working experience with an international organization is an advantage
- Knowledge in supply management is an advantage
- Familiarity with UN procedures and working methods is an advantage
- Knowledge of Atlas/PeopleSoft or other ERP application is an advantage

Languages:

- Fluency in English and Romanian is required.
- Working knowledge of one or more additional languages relevant for Moldova, including Russian, Bulgarian, Gagauzian, Romani, Ukrainian or sign language would be an asset.

Required Competencies:

<p>Values:</p> <ul style="list-style-type: none"> • Exemplifying integrity • Demonstrating commitment to UNFPA and the UN system • Embracing cultural diversity • Embracing change 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Providing logistical support • Managing data • Managing documents, correspondence and reports • Managing information and workflow • Planning, organizing and multi-tasking
<p>Managerial Competencies:</p> <ul style="list-style-type: none"> • Providing strategic focus • Engaging internal/external partners and stakeholders • Leading, developing and empowering people/ creating a culture of performance • Making decisions and exercising judgment 	<p>Core Competencies:</p> <ul style="list-style-type: none"> • Achieving results • Being accountable • Developing and applying professional expertise/business acumen • Thinking analytically and strategically • Working in teams/managing ourselves and our relationships • Communicating for impact

Compensation and Benefits:

The United Nations Population Fund offers you an attractive remuneration package with competitive pay and benefits. Staff members in General Staff Category that are locally recruited are compensated in accordance with the best prevailing conditions of service locally. You can learn more about tax exemption, allowances and benefits, holidays and leave, health insurance, and retirement pension of GS staff on the [UN Careers website](#) or the [United Nations website](#)".

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>

The United Nations Organization is committed to diversity and inclusion. Women, persons from vulnerable groups, such as persons with disabilities, Roma and other ethnic, linguistic or religious minorities, persons living with HIV, refugees and other noncitizens legally entitled to work in the Republic of Moldova, as well as persons from other underrepresented groups are particularly encouraged to apply.

Cleared by:

Karina A. Nersesyan, UNFPA Representative for Republic of Moldova

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Karina Nersesyan
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