



## **JOB DESCRIPTION**

<b>Job title:</b>	<b>Logistics Associate</b>
<b>Level:</b>	<b>G7</b>
<b>Position Number:</b>	<b>00187770</b>
<b>Duty Station:</b>	<b>Chisinau, Republic of Moldova</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Temporary Appointment</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>364 days</b>

### **Organizational Setting:**

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.

In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.

UNFPA is seeking candidates that transform, inspire and deliver high impact and sustained results; 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.

The Logistics Associate position is located in the UNFPA office in Chisinau, Republic of Moldova with the Operations Team and reports to the Emergency Coordinator. This post specifically serves the logistics and supply needs of the Country Office, and project requirements within the country.

In direct support of UNFPA's Country Programme to achieve the ICPD goals and SDGs, and in connection with the Logistics Policy formulation and strategic thinking, ensure proper and effective use of UNFPA's resources.

### **Main Tasks & Responsibilities:**

The Logistics Associate provides necessary support in close collaboration with programme and project teams in the CO for resolving all logistical-related issues and information delivery. Under the direct supervision of the Emergency Coordinator, the Logistics Associate provides guidance and execute logistical services in CO ensuring their effectiveness, transparency and integrity. The Logistics Associate supports a client-focused, quality and results-oriented approach in the unit.

### **You will be responsible for:**



- Supporting the documentation on procurement needs based on national forecasting and quantification exercise for UNFPA supported inventory, including reproductive health (RH) commodities, dignity kits and medical equipment;
- Providing the necessary support to recipients of UNFPA procurements to respond to challenges regarding ordering and delivery of the procured commodities;
- Monitoring shipments and regularly reporting on the status within an effective inventory management system for UNFPA procured commodities;
- Maintaining continuous and accurate and up to date flow of information between UNFPA HQs and the country office;
- Working in close collaboration with the Procurement Services Branch (PSB) for delivery schedule, liaising with local consignees and medical stores to ensure adherence to schedules;
- Providing the necessary support to recipients of UNFPA procurements to respond to challenges regarding delivery of the procured commodities;
- Collaborating with the RHCS Specialist in order to ensure effective representation of UNFPA in inter-agency meetings and working groups regarding procurement and supplies;
- Ensuring timely and correct entries of procurement needs into ATLAS procurement module and regularly updating the shipment tracking and inventory management tools;
- Liaising with local clearing agencies to ensure the timely clearance and delivery of commodities to the designated consignee;
- Working with government counterparts and partners to ensure appropriate warehousing of all supplies at all levels of distribution to service delivery points;
- Preparing and monitoring financial transactions for RH commodities, equipment and supplies in accordance with UNFPA financial rules and procedures;
- Ensuring the effective financial recording and reporting system, internal controls and audit follow-up;
- Supporting the resource mobilization and advocacy efforts of the country office related to the national RH commodity requirements;
- Contributing to the corporate reporting for core and non-core funds related to RH commodities and other inventory items.

### **Qualifications and Experience:**

#### **Education:**

- Completed secondary level education required; first university degree or diploma in accounting, business or public administration, finance or similar discipline highly desirable.
- Certification or training related to humanitarian logistics is beneficial.

#### **Knowledge and Experience:**

- Seven years of relevant logistics management experience in the public or private sector;
- Familiarity with UN administrative procedures and the ability to interpret the rules, regulations and procedures and explain them clearly and concisely is desirable;
- Previous experience in the UN an advantage;



- Proficiency in web-based systems/ERP (PeopleSoft), MS Office (Word, Excel, PowerPoint); and other computerized applications required;
- Good writing and communication skills.

**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:**

**Values:**

- Exemplifying integrity,
- Demonstrating commitment to UNFPA and the UN system,
- Embracing cultural diversity,
- Embracing change

**Core Competencies:**

- 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

**Functional Competencies:**

- Business acumen,
- Data management and logistical support,
- Implementing management systems,
- Innovation and marketing of new approaches
- Planning, organizing and multi-tasking,
- Client orientation and organizational awareness,
- Job knowledge/technical expertise,

**Managerial Competencies:**

- Providing Strategic Focus
- Engaging internal/external partners and stakeholders,
- Leading, developing and empowering people, creating a culture of performance,
- Making decisions and exercising judgment

**UNFPA Work Environment:**

UNFPA provides a work environment that reflects the values of gender equality, teamwork, embracing diversity in all its forms, integrity and a healthy balance of work and life. We are committed to maintaining our balanced gender distribution and therefore encourage women to apply. UNFPA promotes equal opportunities for all including persons with disabilities. We therefore encourage women and persons with disabilities to apply.



**Compensation and Benefits:**

This position offers an attractive remuneration package including a competitive net salary inclusive of rent, health insurance and other benefits as applicable.

**Notice:**

There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.