



**UNITED NATIONS CHILDREN'S FUND
South Sudan Country Office**

VACANCY NOTICE NO. SSCO/VA 2013/07/05

WHEN APPLYING PLEASE QUOTE THE POST TITLE AND VACANCY NOTICE No. as follows:

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONT. STATUS	CLOSING DATE
SSCO/VA 2013/07/05	Logistics Officer	NO-A	Juba	Fixed-Term (FT)	19 July 2013

If you are South Sudanese National who is passionate and committed professional and want to make a lasting difference for children, the world's leading children's rights organization would like to hear from you.

Purpose of the post

Under the close supervision of the Logistics Specialist in Juba, assists in Coordination and ensuring adequate oversight for and control of all logistical and warehouse-related activities throughout South Sudan and for distribution of supplies to difficult-to-reach areas, also make major input in warehouse operations and management to strengthen accountability, inventory control system, and distribution to project sites of supplies procured by UNICEF.

Major Duties and Responsibilities

- In collaboration with the Supply and Logistics assistants, UNICEF Supply Division and Local Vendors, Clearing agents and transporters monitor and report on the Supply Chain from PO's to actual delivery of supplies at the field level.
- Assists the Logistics Specialist with logistics planning and arrangements in facilitating efficient clearance, storage and distribution of supplies and equipment to end-users from ports of entry and warehouses inside South Sudan.
- Follow up the procurement, appropriate warehousing and timely distribution of nutrition supplies. Provide regular updates on the stock status and pipeline;
- In collaboration with UNICEF Zonal Office Programme staff, ensure regular field monitoring and evaluation of supplies utilization and appropriateness;
- Prepare tax exemption (TE) request submitted to Ministry of Finance and follow up.
- Develop and maintain customs, clearance monitoring table and follow up meeting with clearing agent.
- Manage all invoice payments for logistics contractors.
- Perform any other duties as assigned by the supervisor.

Minimum qualifications & experience required.

- **Education requirements:** University degree in Business Administration, Management, Procurement, Contract/ Commercial Law or in related field
- **Work Experience:** Two to Three years of relevant progressively responsible professional work experience. Both national and international work experience in supply, logistics, purchasing, contracting and administration and/or other related fields.
- **Language requirement:** Fluency in English and in the local working language of the duty station required.

Competencies: Communication, Working with people, Drive for results, Applying Technical Expertise, Planning & Organizing, Following Instructions and Procedures. Good analytical, negotiating, communication and advocacy skills. Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.

Remuneration: An attractive package will be applicable at the UN salary scale including social security benefits.

Submission of Applications:

Applications from qualified South Sudanese nationals, accompanied by updated CV in English and a completed United Nations Personal History Form, (which can be downloaded from our website at www.unicef.org/employ) should be sent to the address below **by on or before Friday 19th July 2013**. UN/UNICEF staff members are requested to enclose their 2 most recent Performance Evaluation Reports with their applications. Send application to:

Human Resources Officer

UNICEF South Sudan Country Office, Juba. OR PREFERABLY: Email: jubavacancies@unicef.org.

UNICEF is committed to gender equality in its mandate and its staffs. Qualified female candidates and persons with disabilities are encouraged to apply. Only short-listed candidates will be contacted.

UNICEF is a smoke-free environment, Zero tolerance of sexual abuse and exploitation is our policy