

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

VA No.	POST TITLE/No	LEVEL	DUTY STATION	CONTRACT TYPE	CLOSING DATE
SSCO/VA 2014/11/02	Supply & Logistics Assistant	GS-6	Malakal	Fixed Term	26 th November 2014

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 supervision of the NOA Logistics Officer, manage the receiving, storing and dispatch of supplies in UNICEF warehouses in Malakal, and undertake the procurement of supplies as required.

Major Duties and Responsibilities

Supply functions

- Conduct procurement procedures as per UNICEF rules and regulations.
- Procurement of supplies, including construction materials, fuel, office materials and consumables.
- Analyze quotations to procure items and provide recommendations to Supervisor.

Logistics functions

- Use the Vision Warehouse module to ensure that cargo has been correctly received in to the system and dispatched.
- Regularly check the ZCOINV stock report to ensure inventory is correct in terms of storage bin locations, batch numbers and expiry dates.
- Ensure supplies are correctly stored and stacked in the warehouse. Ensure UNICEF medical kits are stored together in kit form.
- Ensure that all supplies have Vision stock cards attached to their stack and that dispatch information is noted on the cards and signed.
- Ensure warehouses do not have any damages to their structure that can impair supplies. Communicate with CFO for any damages to units that require repairing.
- Liaise with the Partners and IOM for cargo picking forms each day. Ensure that the pick forms are well filled and that items are correctly picked, and information is transcribed on warehouse stock cards.
- Manage the safe loading of cargo on to the transporter's vehicles and UNICEF partner vehicles.
- Supervise the packaging of airfreight cargo, ensuring labels are attached to cargo with correct information, Service Request Forms and waybills are available.
- Liaise with the Partners and IOM for cargo picking forms each day. Ensure that the pick forms are well filled and that items are correctly picked, and information is transcribed on warehouse stock cards.
- Manage the safe loading of cargo on to the transporter's vehicles and UNICEF partner vehicles.
- Supervise the packaging of airfreight cargo, ensuring labels are attached to cargo with correct information, Service Request Forms and waybills are available.

Minimum qualifications & experience required

- Completion of Higher secondary education or equivalent, supplemented by courses in purchasing, logistics and/or accounting.
- Six years of office experience, including record-keeping and processing of information
- Ability to speak, write and understand English. Ability to speak and understand Arabic is an asset.
- Knowledge of statistics for presentation and analysis of bid/quotation abstracts.
- Remuneration: An attractive package will be applicable at the applicable UN salary scale.

Competencies: Commitment, Diversity and Inclusion, Integrity, Communication, Drive for Result, Working With People, Analyzing, Applying Technical Expertise, Following Instructions and Procedures, Planning and Organizing, Relating and Networking



UNITED NATIONS CHILDREN'S FUND

South Sudan Country Office

VACANCY NOTICE NO. SSCO/FT 2014/11/02

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

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 **Wednesday 26th November 2014**. 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