



## Humanitarian Procurement and Logistics Assistant

<b>Job title:</b>	<b>Humanitarian Procurement and Logistics Assistant</b>
<b>Level:</b>	<b>Equivalent (G6) ICS6</b>
<b>Position Number:</b>	
<b>Location:</b>	<b>Caracas, Venezuela</b>
<b>Full/Part time:</b>	<b>Full time</b>
<b>Fixed term/Temporary:</b>	<b>LICA</b>
<b>Rotational/Non Rotational:</b>	<b>Non Rotational</b>
<b>Duration:</b>	<b>11 months with extensions as availability of funds</b>
<b>The Position:</b>	

The Humanitarian Logistics Associated position is located in UNFPA Venezuela Country Office. Under the overall guidance of the Head of Office and direct supervision of the Coordinator of Humanitarian Operations, the Humanitarian Procurement and Logistics Assistant performs administrative, budgetary and secretarial support, maintaining full confidentiality in all aspects of assignment; maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

You will report directly to the Coordinator of Humanitarian Operations.

### **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 (2018-2021), 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 Humanitarian Logistics Associate works in close collaboration with the programme team and operations team to resolve procedural and administrative issues.

External partners include project implementation partners of the Humanitarian Programme, NGOs, local authorities and other agencies including UNHCR, OCHA, Unicef, PAHO.

### **Job Purpose:**

Within the framework of the humanitarian response in Venezuela. The incumbent performs procurement, logistics, administrative, budgetary, and field support for humanitarian GBV and SRH programmes in the Venezuela Office.



### **You would be responsible for:**

Finance Associate and / or Procurement and Logistics Associate:

- Ensure the application of the UNFPA Policies and Procedures Manuals (PPM) regarding procurement and contracting of goods and services, registration and control of supplies, office inventory certifications, program supplies report including Last Mile Assurance, risk assessment in the supply chain and procurement procedures.
- Prepare documents for the reception and sampling of supplies and goods and documents of delivery to implementing partners. Organize documents and ensure the proper signature, date placement and required data including for this the direct communication with counterparts.
- Complete the input record in the Atlas System with the corresponding verification documents and confirm that the registered quantities correspond with the distribution plan, documentation and inventory.
- Support the implementing partners in completing the documentation corresponding to last mile reports, ensuring their quality and accuracy before being sent to UNFPA headquarters.
- Prepare the documentation required by the auditing firm in charge of carrying out audit of the records of supplies and existence in the Warehouse hired by the office UNFPA.
- Systematize the information obtained from the specific control visits (Spot Checks) made to warehouses and health centers and preparation of the corresponding report.
- Support in the preparation of necessary documents for entry to Venezuela and Customs clearance of supplies acquired internationally, in close coordination with the Procurement Services Branch (PSB) and the Applicant Unit;
- Support the local procurement management process including, but not limited to: supplier management including identification and selection of suppliers according to their technical adequacy and compliance with administrative precautions, communications, preparation of documents. (requisitions, Request for quotations -RFQ-, etc.), and follow-up.
- Support the evaluation of the quality of the supplies offered, including visits to suppliers, verification of compliance with the technical specifications of the themselves
- Support in the coordination and monitoring of the execution of the distribution plans.
- Maintain communication with the selected suppliers to guarantee delivery timely supplies.
- Prepare payment requests and supporting documentation for suppliers
- Maintain administrative files, records, inventories and update records in the prescribed format for later use, in accordance with the input management policy of the program.



- Support in the management of deposits or warehouses of all products, supplies and consumables in order to ensure that controls are followed to ensure the quality and quantity.
- Support the review and verification of invoices related to the services of forwarding, storage, insurance, etc.
- Guarantee accurate and correct reports of warehouse stocks, including the movement of articles, documentation of recipients
- Develop additional actions related to their functions that are required by UNFPA.
- Attending the Logistics cluster;
- Perform any other duties, as may be required by UNFPA CO.

### **Qualifications and Experience**

#### **Education:**

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

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

- 5 years previous experience in logistics/administrative functions;
- Some experience in research assistance;
- Previous experience in the UN an advantage, and knowledge of protocol, travel and procurement will be an asset;
- Strong interpersonal and organizational skills;
- Computer literacy - Word, Excel, Power-point, etc., and good knowledge of Atlas/PeopleSoft would be an asset;
- Good writing and communication skills.

#### **Languages:**

Fluency in oral and written Spanish and English; knowledge of other official UN languages, is desirable.

#### **Other Desirable Skills:**

Initiative, sound judgment, strong interest in development work, especially the mission of the United Nations Population Fund and dedication to the principles of the United Nations.



## Required Competencies

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Logistical support</li><li>• Managing data, documents, correspondence and reports</li><li>• Managing information and workflow</li><li>• Planning, organizing and multi-tasking</li><li>• Job knowledge/technical expertise</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

## Compensation and Benefits

This position offers an attractive remuneration package including a competitive net salary plus cost of living adjustment, rental subsidy, education grant, home leave, health insurance and other benefits as applicable.

## How to apply

Interested parties, please send the P11 format, curriculum and letter of intent to the email: [rrhh-venezuela@unfpa.org](mailto:rrhh-venezuela@unfpa.org).

These requirements are essential and necessary to consider your application.

The deadline to apply is November 12, 2021 at midnight, Venezuelan time.

## Disclaimer

UNFPA does not solicit or require HIV / AIDS information from its employees or tolerate discrimination based on HIV / AIDS status.

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>

UNFPA is committed to diversity in the workplace in terms of gender, nationality and culture. All people who meet the requested professional profile, regardless.