

Logistics Associate

Job Description

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 strategic plan (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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.

Job Purpose:

Under the overall supervision of the Humanitarian Supplies Logistics Team Lead and the direct supervision of the Logistics Analyst and in close coordination with the UNFPA Palestine Supply Unit, the Logistics Associate will play a key role in ensuring the efficient movement and management of supplies for the West Bank. This includes overseeing customs clearances, managing warehouse operations, and leading the supplies pipeline through the West Bank. The Logistics Associate will collaborate closely with the Supply Unit, Programme, and Operations Teams to ensure timely and effective delivery of humanitarian supplies.

You would be responsible for:

1. Facilitate International and Upstream Logistics for West Bank Programme

Collaborate with third-party logistics providers, the UNFPA Supply Chain Management Unit, and UNDP to ensure smooth facilitation of international logistics. Coordinate closely with the procurement and logistics teams to ensure that supply chain activities align with operational requirements and humanitarian needs.

2. Pre-shipment Coordination for Warehousing and Ports

Oversee all pre-shipment activities, including readiness checks, notifying stakeholders, obtaining dispatch authorization, and authorizing ground shipments. Ensure all necessary documents, such as

donation letters, permits, customs clearances, and logistical permissions, are obtained in advance for consignments arriving at warehouses or ports.

3. Documentation and Authorization of Shipments, Shipment Receiving and Inspection

Prepare and sign all necessary documentation, including Receiving and Inspection Reports (RIR), ensuring proper authorization for all UNFPA shipments. Maintain accurate records for compliance and auditing purposes.

Coordinate the receipt and inspection of incoming shipments at warehouses or other facilities, ensuring that all goods are checked for quality and quantity. Communicate with relevant stakeholders to resolve any discrepancies or issues promptly.

4. Transport and Logistics Management

Oversee transportation logistics for supplies arriving from Ashdod port, Ben Gurion, Allenby, and other logistics hubs to the West Bank, coordinating customs clearance, and ensuring proper handling throughout the transportation process. Work with third-party transport providers to ensure safe and efficient delivery of goods to their destinations.

5. Support IP Distribution Plans in the West Bank

Collaborate with implementing partners (IPs) to support and manage distribution plans for the West Bank, ensuring timely transportation and delivery of supplies. Monitor the distribution process to guarantee that goods reach their intended recipients efficiently and in compliance with UNFPA standards.

6. Warehouse Management and Stock Reporting

Ensure proper management and reporting of warehouse stocks, including tracking inventory movement, maintaining documentation of recipients, and monitoring item dispatches. Implement stock control measures to ensure accurate reporting and inventory updates.

Maintain comprehensive administrative records, logs, and inventories of supplies, following the programme's supply management policy. Ensure that records are up to date and accurate for effective tracking of supplies.

7. Monitoring Visits to Partner Facilities – Last Mile assurance / West bank

Conduct regular monitoring visits to partner facilities to ensure safe storage, proper distribution, and appropriate utilization of supplies. Ensure cold chain requirements are met for temperature-sensitive items, and take corrective actions to prevent quality issues.

8. Preparation of Logistics Reports (ConOps)

Prepare detailed logistics and procurement reports for internal review as well as for external stakeholders, such as donors or partner agencies, ensuring transparency in the supply chain process and accurate reporting of stock levels, deliveries, and distribution activities. Review and verify invoices for services related to forwarding, warehousing, insurance, and brokerage, ensuring that all payments are processed in a timely and accurate manner.

Qualifications and Experience:**Education:**

Completed First level university degree in Business administration, shipping, engineering, and/or Logistics/supply chain Management, or relevant.

Knowledge and Experience:

2 years of relevant experience in Logistics, shipping, warehouse management, and/or cold supply chain management

Proficiency in current office software applications and corporate IT systems.

UN Experience will be an asset.

Other Desirable Skills:

- Proven ability to careful management of details is a must including precise use of written language
- Attention to quality and capacity to meet deadlines.
- The position requires candidates to work in an environment where continuous improvement is required and being available to deal with a steep learning curve.
- Able to take informed decisions, having initiative and being proactive.
- Excellent communication skills, including the ability to actively listen and discern issues.
- Ability to work independently, to communicate clearly both orally and in writing; courtesy, tact and ability to work effectively with people of different national and cultural backgrounds in a team environment.

Languages:

Fluency in English & Arabic.

Required Competencies:**Values:**

Exemplifying integrity

Demonstrating commitment to UNFPA and the UN system

Embracing cultural diversity

Embracing change

Core Competencies:

- Achieve 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:

Managing documents, correspondence and reports

Providing procurement and logistical support

Managing information and workflow

Planning, organizing and multitasking

Ability to secure confidentiality in procurement processes

Compensation and Benefits:

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

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - [click here to learn more](#).

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.