**The position:**

The Procurement and Logistics Associate role is vital to the successful operations of the UNFPA Ukraine office. Working under the guidance of the Supply Chain Specialist, this position is designed to enhance the efficiency and effectiveness of the overall supply chain and is responsible for execution and coordination of procurement and logistics activities.

**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:

In a global organization where many of our staff work in challenging environments, you will play a vital role in ensuring the smooth running of logistics and procurement activities essential for the implementation of the UNFPA Country Programme in Ukraine. As a Procurement and Logistics Associate, you will be part of the Supply Chain team that provides operational support, contributing to the overall systems strengthening approach fundamental to UNFPA’s strategy. You will report directly to the Supply Chain Specialist.

**You would be responsible for:**

Logistics:

- Manage day-to-day logistics operations, including the receipt, storage, and distribution of goods and supplies, in accordance with UNFPA policies and procedures.

- Facilitate the coordination of customs clearance for international shipments and ensure accurate documentation and data entry into the Ukrainian Humanitarian Aid System, including monthly updates and reporting.

- Arrange and coordinate the receipt of goods in UNFPA warehouses with various stakeholders.

- Manage and maintain updated and accurate records of UNFPA inventory and stock levels in UNFPA warehouses.

- Follow up with requesting units to obtain distribution plans.

- Support the preparation of logistical plans and schedules for UNFPA supplies to ensure efficiency and effectiveness.

- Coordinate and execute the transportation of UNFPA supplies as per distribution plans, ensuring timely delivery by liaising with internal and external stakeholders on logistics arrangements.

- Coordinate the safe disposal of expired and damaged goods, and prepare the required documentation.

- Maintain an audit trail and archive all relevant documentation for goods receipt and delivery.

- Support the UNFPA Last Mile Assurance activities.

- Support inter-agency convoy requests, including preparation, coordination, and documentation to ensure timely and efficient operations.

**Procurement:**

- Conduct and manage the procurement process for goods and services, including drafting solicitations, bid evaluations, and contract management.

- Liaise with requestors to obtain necessary documentation and information for procurement transactions and advise on the best processes.

- Create requisitions and purchase orders in the UNFPA ERP system.

- Coordinate with suppliers to ensure timely delivery of goods and services.

- Address supplier inquiries and resolve issues related to procurement transactions.

- Ensure compliance with UNFPA procurement policies, procedures, and guidelines.

- Assist and follow up on the preparation and execution of supply and procurement plans with the requestors.

- Conduct analysis to identify opportunities for process improvement and cost savings in procurement operations.

- Support capacity-building initiatives for staff members on procurement policies, procedures, and best practices.

- Facilitate audit exercises with the support of other teams.

- Ensure maintaining an audit trail set of documentation for every procurement process.

- Provide general administrative support to the supply chain team. Assist in the preparation of reports, presentations, and other documents as required.

- Undertake any other duties as assigned by the supervisor to support the efficient functioning of the supply chain unit and the achievement of organizational objectives.

**Qualifications and Experience**

Education:

● Bachelor’s degree in supply chain, procurement, logistics, finance, economics, management or other related fields is desirable.

**Experience:**

● Minimum 5 years of work experience and proven track record of managing supply chain, international logistics, public or international procurements, inventory process and control of products quality, administration.

● Strong knowledge of public procurement and logistics procedures and best practices.

● Experience in the usage of computers and office software packages (MS Word, Excel) and advanced knowledge of spreadsheet and database packages.

● Knowledge of public procurement principles is an advantage.

● Prior experience with the UN Agency or International Organization in the field of procurement and logistics is desirable.

● Familiarity and experience with Quantum or other ERP systems would be an asset.

**Language:**

Fluency in Ukrainian, English and Russian languages.

**Values:**

Exemplifying integrity

Demonstrating commitment to UNFPA and the UN System

Embracing cultural diversity

Embracing change

**Functional Competencies:**

Managing the organization’s financial resources

Providing procurement services

Ensuring facilities and assets management

Providing logistical support (knowledge of INCOTERMS-2010 is desirable)

Managing data

Managing documents, correspondence and reports

Managing information and workflow

Planning, organizing and multitasking

Supporting financial data analysis

**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

**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. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

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.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.