



<b>Job title:</b>	<b>Procurement and Logistics Officer</b>
<b>Level:</b>	<b>(NOB)</b>
<b>Position Number:</b>	
<b>Location:</b>	<b>Dar Es Salaam, Tanzania</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed term</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year fixed term initially, renewable subject to satisfactory performance and available funding</b>

### **The Position:**

The Procurement & Logistics Officer is located in the UNFPA Tanzania Country Office (CO) in Dar es Salaam, and under the overall guidance of the Country Representative, reports directly to the Reproductive Health Commodity Security Specialist, in consultation with the International Operations Manager. He/She will work closely with the International Operations Manager and will:

- Establish and maintain professional contact with government to advise and coordinate on procurement and logistics matters.
- Establish and maintain working relationships with Procurement and Logistics teams in other UN agencies.
- Develop efficient working relationships with internal partners and external stakeholders, including technical experts, UN agencies, NGOs and Governments.
- Participate in local inter-agency Procurement/Logistic initiatives to ensure UNFPA's needs in common systems and service issues are met.

### **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 (2022-2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; to end the unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments in accelerating progress towards realizing the Programme of Action of the International Conference on Population and Development and SDGs in the Decade of Action leading up to 2030

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 resources entrusted to them and who commit to deliver excellence in programme results.

### **Job Purpose:**

The Procurement & Logistics Officer delivers quality services in procurement and logistics to the Reproductive Health Unit and cooperates in supporting Implementing Partners, in the context of Reproductive Maternal Neonatal Child and Adolescents Health (RMNCAH). Acting in coordination with the Procurement Unit, he/she will act as Procurement and Logistics Officer for inventories of commodities and is required to be well-versed in all relevant rules, guidelines, processes, and



procedures and is responsible for timely reporting on logistic matters. He/She ensures proper and effective use of UNFPA's and external partners' resources, contributing to the safekeeping of UN and government property held in warehouses, with key responsibility in terms of reporting of stocks in warehouses and movements of goods (reception and hand over). He/She will take a client oriented, results- focused approach to interpreting the rules, procedures and guidelines, providing support and guidance to the Country Office in logistic matters.

### **Major Activities/Expected Results**

The Procurement and Logistics Officer is responsible for managing the tracking of products, coordinating the arrival and timely custom clearance process of commodities inventories purchased and managed by the Country Office (CO), and providing the required support for the operational needs of programmes and projects of the Tanzania Country Office, ensuring timely processing of imports and distribution of goods to support programme implementation. The Procurement & Logistics Officer actively participates in inter-agency coordination to ensure UNFPA's needs in common systems and services are met.

Logistic operations include logistics planning, customs clearance, warehousing, in country transport and distribution, as well as monitoring of supplies and services. The incumbent supports programme Units and the Sub Offices in defining emergency response related supply interventions to meet programmatic needs. Under the supervision of the RHCS coordinator, he/she provides technical and advisory support to national systems and partners on supply chain management, in particular aiming to set up and/or reinforce Logistic Management Information Systems in use by Implementing Partners.

### **1. Ensures reliable supply/logistics management systems, procedures and documentation are in place as well as undertakes regular, accurate reporting to maintain the highest level of integrity, standards and accountability.**

- Supports the RHCS Coordinator in the coordination of the Logistic management of the Country Office, assisting with the planning of required warehousing, and distribution plans by providing technical advice, on inherent logistic costs, accessibility of locations of targeted areas for interventions, etc.
- Supports the RHCS Coordinator in the quantification and forecasting of commodities as part of procurement plans of the Country Office, in collaboration with the relevant programme and operations staff and partners.
- Acting in coordination with the Country Office procurement team, liaises with programme team to secure timely shipments of goods in collaboration with the Ministry of Health in Tanzania.
- Maintains data on local supply and evaluates their overall performance (product quality and timely delivery, etc.).
- Ensures preparation of the supply status reports required for donor reports, programme analysis, annual reports, FTP reports, appeals, etc.
- Regularly communicates accurate inventory status, inventory aging and incoming supplies information.
- Establishes and maintains effective and constructive communication with CO Units, Commodity Security Branch, Procurement Service Branch on a continuous basis in order to take proactive actions on all procurement and logistics related matters.



- Supports in supply chain management, risk assessments, spot-checks and audits as part of last mile assurance for the Tanzania Country Office Implementing partners and supports in the preparation of reports as per HQ requirements.
- Effectively supports the development of staff from the Implementing Partner Supply Units, as appropriate, providing technical assistance in the use of logistics software and/or traditional warehouse management systems.
- Responsible for Receiving and Inspection activities, ensuring completeness and accuracy of the appropriate supporting documentation for all supply and logistics transactions including bidding, customs clearance, receiving and inspection of goods, delivery slips, etc..
- Supports the International Operations Manager in the timely and effective implementation of procurement and logistic related internal and external audit recommendations in the business unit.
- Arranges proper handovers of logistic related matters to the backup staff when going on leave, mission, or leaving the organization.
- Facilitates and effectively manages logistic matters associated with shipments of goods and distribution of supplies.

**a) Coordinates and supervises the timely customs clearance of inventories procured by the country office per the applicable procedures**

- Teams up with the Programme Units and other members of the Operations Department, as well as PSB, in order to ensure timely completion of customs clearance.
- Ensures timely coordination of logistics related matters such as obtaining import permits as required, product registrations, arranging waivers, etc.
- Reviews the OTS and Shipment Tracker data on a regular basis to identify red flags indicative of problems in the processes (e.g., delays in shipments or customs clearance; shipping documents not sent or received; aged in-transit or static inventory; items approaching their expiration dates; missing handover documents) and ensures adequate remedial actions are promptly taken.

**b) Ensures the safekeeping of inventory supplies, management of the warehouses and distribution of supplies and equipment.**

- Ensures timely distribution of supplies according to approved plans and facilitates coordination with the Programme Units, Implementing Partners and recipients; swiftly providing copies of supporting documents for receipts, hand of over and distribution of goods to the Shipment Tracker.
- Supervises and controls the daily logistics operations including cold chain requirements when applicable, storage, transportation and distribution/dispatching.
- Ensures the timely and accurate recording of all inventory transactions (e.g., physical receipt, put in warehouse, handover and disposals / adjustments) ensuring that the Shipment Tracker accurately reflects all inventories of goods under UNFPA control at all times.



- Ensures timely reporting of inventory status, movements and foreseen issues to Programme Units and CO Management.
- Ensures that issues such as missing items/quantities, quality related issues, inventory adjustments that are a result of damage/expiration/theft and other causes are reported on a timely basis.
- Leads and coordinates the periodic physical count of inventories items; conducts monthly verification of inventory records in shipment tracker and supporting documentation.
- Ensures oversight of all warehouses used by UNFPA Tanzania including the clearing agent warehouse that stores the commodities/goods in transit.
- Contributes to the management of UNFPA assets and facilities, including insurance requirements.
- Assists the Operations Manager in exercising control of inventories of warehouses where UNFPA has goods in custody.
- Collaborates with programme, implementing partners and other UN Agencies, providing technical and advisory support to CO and national systems.
- Cooperates with other UN Agencies in knowledge building and knowledge sharing for suppliers' database and assessments.
- Actively participates in procurement and logistics related inter-agency meetings and working groups to ensure that UNFPA's interests are reflected in common system activities related to logistics.
- Participates in inter-agency initiatives associated with strategizing the supply chain function of the CO, taking inputs from programme leads and programme interests and promoting logistic harmonization among UN agencies operating in the country.

## **2. Performing other operational tasks when necessary.**

### **Qualifications and Experience**

#### **Education:**

- Advanced university degree in business administration, economics, public administration or a related field.
- Specialized knowledge in the field of UNFPA Procurement, Logistics, Quality Management Systems and or Supply Chain, is desirable.
- Minimum of CIPS level two Certification also desirable.

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

- Two years of relevant experience at the national level, in supply, logistics, demand planning & forecasting, contracting & contract management, emergency response, procurement strategies & procurement policy, and/or other directly related procurement and logistics experiences.
- Proven experience (not less than two years) in procurement management / logistics.
- Understanding of development and humanitarian work.



- Experience with UN Logistics, Incoterms and their use will be an advantage.
- Experience in the use of ERP Procurement systems.
- Strong analytical and leadership skills.
- Proficiency in current office software applications and corporate IT systems, in particular, Excel.
- Excellent verbal and written communication skills in English.

### Languages:

Fluency in English.

### 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>• Business acumen</li><li>• Implementing management systems</li><li>• Innovation and marketing of new approaches</li><li>• Client orientation</li><li>• Organizational awareness</li><li>• Securing and developing capacities in logistic services</li><li>• Managing data, documents, correspondence and reports</li><li>• Managing information and work flow</li><li>• Planning, organizing and multitasking</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 health insurance and other benefits as applicable.

### Disclaimer

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](#).



In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

### **How to Apply**

Applicants are kindly requested to apply through the online link below by **23<sup>rd</sup> December 2021**  
[https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_CE.GBL?Page=HRS\\_CE\\_JOB\\_DTL&Action=A&JobOpeningId=40637&SiteId=1&PostingSeq=1](https://erecruit.partneragencies.org/psc/UNDPP1HRE/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_CE.GBL?Page=HRS_CE_JOB_DTL&Action=A&JobOpeningId=40637&SiteId=1&PostingSeq=1)

UNFPA has established an electronic management system. This allows applicants to create a candidate profile, which can be updated regularly and submitted for more than one vacancy. Download the step-by-step guide to Applying in the E-Recruit System of UNFPA. Please print out the Guide for your reference during the application process.

Full details of the vacancy and how to apply can be found on UNFPA Tanzania's website at:  
[https://XXXXXXXXXX\\_al-s](https://XXXXXXXXXX_al-s)

Notice: There is no application, processing or other fee at any stage of the application process. UNFPA does not solicit or screen for information in respect of **HIV or AIDS and does not discriminate on the basis of HIV/AIDS status**

UNFPA reserves the rights to respond only to applicants in whom UNFPA has further interest.