

Posting Title : LOGISTICS OFFICER, P4
Job Code Title : LOGISTICS OFFICER
Department/ Office : Department of Operational Support
Location : ENTEBBE
Posting Period : 3 August 2022-9 August 2022
Job Opening number : 22-LOG-DOS-187709-J-ENTEBBE (O)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located within the Forward Support and Deployment Hub (FSDH) of the Logistics Division within the Office of Supply Chain Management (OSCM), Department of Operational Support (DOS). The Logistics Officer reports to the Chief of FSDH. The post is based in FSDH located in Entebbe, Uganda.

The Department of Operational Support was established to provide operational advisory services to client entities across the Secretariat, including other departments, offices away from headquarters, field missions, and regional commissions.

The Office of Supply Chain Management includes the Office of the Assistant Secretary-General for Supply Chain Management, Logistics Division, Procurement Division, Uniformed Capabilities Support Division, Global Service Center, the Enabling and Outreach Service and the Umoja Coordination Service, Aviation Safety Section.

The Logistics Division performs a central role in the implementation of end-to-end supply chain management across the United Nations operations. The Division provides direction and advice on logistical matters, manages, monitors and assesses the delivery of strategic transportation and support services, and directs the delivery of transportation and specialist support services in the functional areas of air transport, ground transport, engineering, medical and supply, inclusive of fuel, rations and general supplies and security equipment.

The Forward Support and Deployment Hub (FSDH) is located in Entebbe and is structured into three cells: the Air Support Cell, the Movement Operations and Freight Forwarding Support Cell and the Regional Deployment Stock Cell. The FSDH aims to enhance the operational and administrative effort through the implementation of policies and technical guidance provided by OSCM; and coordination, management, and monitoring of logistics and

supply chain management operation for efficient, responsive, and reliable support to regional and ad-hoc operational requirements.

Responsibilities

Within delegated authority, the Logistics Officer is responsible for the following duties:

- Provides effective and timely planning, oversight, management and coordination of logistics support operations and supply chain management. Ensures effective and timely provision and coordination of diverse logistics support requirements.
- Integrates, manages and monitors the implementation of logistics support and supply chain plans.
- Develops policy and procedures documentation for DOS field logistics support and supply chain in FSDH.
- Liaises between field missions and Headquarters staff on logistics and supply chain matters and coordinates day-to-day support of logistics operations.
- Plans and co-ordinates logistics support to new, sustaining, expanding, contracting and liquidating peacekeeping operations and other field missions and other peacekeeping operations.
- Plans, establishes and directs a fully integrated, field mission joint logistics operations centre in accordance with existing UN directives; provides effective management and successful coordination of logistics support activities of multi-national civilian, military and inter-departmental staff.
- Manages a logistics field operation.
- Ensures the monitoring of material and personnel movement operations
- Ensures that logistics requirements take account of gender-specific needs.
- Develops plans and procedures for assessing material, staff, troops and their movements, planning and costing of operational budgets.
- Collects and analyzes data to identify trends or patterns and provides insights through graphs, charts, tables and reports using data visualization methods to enable data-driven planning, decision-making, presentation and reporting.
- May coordinate and direct a team of staff and/or mentor and supervise the work of new/junior officers.
- Performs other related duties as required.

Competencies

- **Professionalism:** Knowledge of logistics operations and practices and supply chain management. Ability to develop supply chain and logistics plans, policies, procedures and new programmes. Ability to provide technical and procedural advice in a broad range of supply chain and logistics areas. Ability to develop, maintain and supervise accountability systems for materials, services and contracts management. The ability to analyze and interpret

data in support of decision-making and convey resulting information to management. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Education

Advanced university degree (Master's degree or equivalent degree) in business administration, public administration, engineering, logistics and supply chain management or other relevant field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Certification in Supply Chain (SCOR-P, CSCP or equivalent) is desirable.

Work Experience

A minimum of seven (7) years of progressively responsible experience in land or air transport, logistics operations, supply chain management in military, commercial or international

organisations, or related area is required.

Experience in logistics operations in support of a field operation (inclusive of peacekeeping operations, special political missions, agencies funds and programmes), or other similar international organization is desirable.

Experience in multimodal transportation operations is desirable.

Experience in performance and quality management is desirable.

Experience in data analytics or related area is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another UN official language is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

Special Notice

- This position is temporarily available as soon as possible for 6 months, with a possibility of extension. If the selected candidate is an internal staff member of the UN Secretariat, the selection will be recorded as a temporary assignment.
- A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. In accordance with ST/AI/1999/17 section 2.3, an SPA may only be granted to one level higher than the personal level of the staff member assigned to higher-level functions in his or her own category, whether the higher-level functions are one or several levels higher than the personal level of the staff member.
- A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to section 5.7 of ST/AI/2010/4 Rev. 1. below and staff rule 4.16 (b) (ii). For full

information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments.

- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post. An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- For information on special post allowance, please refer to ST/AI/1999/17.
- For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.
- The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.
- At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated

in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information

pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.