**Logistics and Supply Assistant, Port Moresby, Papua New Guinea, Country Office**

**Level: Consultant**

**Contract Type: Consultancy**

**Closing Date: 14 April 2023**

**Duty Station: Port Moresby**

**Individual Consultant Logistics and Supply Assistant**

**Duration:** **24 April to 31 December 2023**

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**Purpose of Consultancy:**

Papua New Guinea is a country with a high total fertility rate and a resultant growing working-age population. About 60 per cent of the PNG population is below 25 years old. It has a high maternal mortality ratio of 171 per 100,000 live births, among the highest in the world. It has a low contraceptive prevalence rate of 24.1 per cent, a high unmet need for family planning at 30 per cent, low coverage of skilled birth attendance and a high HIV epidemic prevalence at 0.8 per cent.

The Programme Logistics and Supply Assistant will play an instrumental role in facilitating UNFPA’s country programme and project implementation, planning and effective management, in the areas of logistics and supply chain management.

**The Individual Consultant Programme Logistics and Supply Assistant will be responsible for the following:**

**Administrative support to the SRH / RHCS programme**

* Ensure that all official documents are prepared and kept in the project files for retrieval and archiving.
* Facilitate programme activities, or relevant missions, by arranging meeting schedules, coordinating logistical support, collecting reference documents, and maintaining records.
* Prepare necessary documentation, minutes of meetings and notes to file for relevant transactions (e.g. grant agreements, services contracts).
* Ensure facilitation of knowledge‐sharing between programme and operations.
* Draft routine project related correspondence.
* Provides information to missions, visitors, and programme counterparts.

**Financial Management support**

* Raise requisitions and perform financial tasks in Atlas financial system.
* Follow up with implementation partners for the timely submission of progress reports and Fund Authorization and Certificate of Expenditure (FACE) forms

**Programme Planning and coordination support.**

* Assist in the coordination of programme planning and preparation of workplans; Participate in the preparation of annual and quarterly project workplans and arrange for relevant work planning meetings within the office staff and with counterparts.
* Compile, summarize, and present basic information and data on the country programme, specific projects, workplans and related topics.
* Facilitate preparation of programme/project review meetings, draft minutes of meetings and provide any other necessary logistical support to such activities.

**Logistics and Supply Chain Support**

* Work as logistics focal point of CO for UNFPA supplies and establish systems and procedures necessary to ensure effective and efficient management of programme supplies purchased by UNFPA for use in its programmes. This includes ensuring that all processes associated shipping, custom clearance, receiving and inspection, storage, hand over.
* Contribute to implementation of procurement planning and sourcing that covers all the activities related to the placement of programme supplies orders, starting with the creation of requisitions and finishing with the submission by suppliers of shipping documents for review and approval.
* Review shipping documents and coordinate all necessary local activities prior to shipment and notify procurement focal points of any situations that could prevent or delay the customs clearance, receipt, or delivery of goods.
* Continuously track the status of shipments and communicate any delays in the arrival of goods to the procurement focal points.
* Support RHCS officer in detailed inspections of shipments immediately after the arrival and customs clearance of the goods and document their outcome in detailed receiving and inspection reports.
* Provide required documents to shipment tracker to ensure that inventory receipts and deliveries must be timely recorded in the Shipment Tracker.
* support inventory physical stock-counts and certifications processes in order to confirm the accuracy and completeness of their inventory balances, with the frequency required in the inventory certification process guidelines.
* Coordinating in-country transportation and delivery of the goods to the last mile.
* Contribute to implementation of Last Mile Assurance (LMA) process to increase visibility and assurance regarding the adequate safeguarding, management, and use for intended purposes of programme supplies after their handover to the implementing partners.

**Duration and working schedule:**

The contract will cover the **period 24 April to 31 December 2023**. Payments are calculated on the basis of a daily rate.

**Place where services are to be delivered:**

* The Individual Consultant UNFPA Office, Port Moresby, PNG.

**Required expertise, qualifications and competencies, including language requirements:**

**Qualifications**

* First degree in Business Administration or related supply chain field.
* Knowledge: admin finance and logistics management
* Experience: At least one year’ professional experience with UN preferably in admin/ operation and Familiarity with UNFPA operation system is an added advantage

**Languages:** very good in oral and written English language

**Computer skills:** Proficiency in current office software applications and data entry in databases.

**Other Skills for the Consultant:**

* A high level of proficiency in Microsoft Office (MS Word, Excel, and MS PowerPoint) is required.

**Competencies**

* Values:
  + Exemplifying integrity
  + Demonstrating commitment to UNFPA and the UN system
  + Embracing cultural diversity
  + Embracing change
* 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

Languages:

* Fluency in oral and written English is required.

Other Desirable Skills:

* Prior experience in Pacific and/or PNG is strongly preferred;

**Submission of applications:**

**Interested applicants should submit their applications of interest to:**

**The UNFPA Representative, UNFPA,  Level 14, Kina Haus, Douglas Street, PO Box 1041, Port Moresby  on Email:**[**png-recruitment@unfpa.org**](mailto:png-recruitment@unfpa.org)**no later than 14 April 2023.**

**This should include:**

**Letter of Interest, CV, and UN Personal History Form**