

TERMS OF REFERENCE

UNFPA Turkey Humanitarian Logistics Clerk

Type of Contract	: Service Contract
Level	: SB2/SC4
Duty Station	: Gaziantep, Turkey
Duration	: Up to 31 December 2018, with possibility of extension

Background:

UNFPA Turkey is actively involved in the humanitarian refugee response to the Syrian crises, supporting provision of women and girls health services, including reproductive health and psychosocial support within the framework of the UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Syria within the framework of the Whole of Syria. To support cross border program into Syria from Turkey, UNFPA has established a humanitarian operation project office in Gaziantep and to strengthen the logistics capacity of the growing humanitarian programme, UNFPA Turkey will be hiring a Humanitarian Logistics Clerk in Gaziantep.

Under the overall guidance of the Humanitarian Programme Coordinator and the Humanitarian Programme Assistant (Ankara) and direct supervision of the Humanitarian Logistics Assistant (Gaziantep), the Humanitarian Logistics Clerk provides logistics, administrative, and secretarial support, maintaining full confidentiality in all aspects of assignment; maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.

Major Activities/Expected Results:

The Humanitarian Logistics Clerk performs logistics, administrative and secretarial support for the humanitarian situation in Turkey from the Gaziantep Office in order to support with goods and services the well-functioning of the humanitarian response in particular the Women and Girls Safe Spaces. The Humanitarian Logistics Clerk also provides organizational functions of the office in terms of providing effective communications support between Ankara, centers and Gaziantep and management and logistical support for the Turkey program. With the support of the Humanitarian Logistics Assistant, the Humanitarian Logistics Clerk provides the necessary information to Ankara and the field in order to follow-up and forecast procurement and transport.

Expected Results/Description of Responsibilities:

- Supports optimal communication flows between the office of the Humanitarian Team in Ankara, Gaziantep and the field, on humanitarian logistics, procurement, vendor profiles, market research of goods and services, including reproductive health, dignity and hygiene kits. Communicates with external counterparts at the direction of the Humanitarian Logistics Assistant, through effective use of written, verbal and electronic communication;
- Collects quotation for goods and services, supports the evaluation of bids and submits them for review and selection by the authorized official or committee, as per UNFPA procurement procedures.
- Raises Requisitions in UNFPA ATLAS System and other applicable ATLAS work.
- Assists in the distribution plan of emergency services and goods in cooperation with the Humanitarian Logistics Assistant and the Humanitarian Programme Assistant.
- Supports arrangement of the storage of humanitarian goods as necessary, follows-up and reports on inventory management and distribution, in cooperation with the Humanitarian Logistics Assistant;
- Logs and routes incoming and outgoing documents to the office staff for action; reviews and ensures conformity to the Fund's guidelines and procedures of all outgoing correspondence submitted to Humanitarian Programme Coordinator;

- Drafts logistics related correspondence, documents and reports ensuring that spelling, punctuation and format are correct; drafts and finalizes responses to routine matters; (in English or Turkish as relevant)
- Maintains an office filing system and assists in archiving, and maintains up-to-date electronic mailing lists;
- Backs-up and is backed-up by Humanitarian Logistics Assistant, ensures continuous communication, both concerning the Turkey and the Cross-Border operation;
- Attends logistics related meetings in Gaziantep as relevant.
- Takes minutes and/or notes, as required; prepares informal translations and may act as interpreter, as required; and answers and screens calls with tact and discretion;
- Performs any other duties, as may be required.

Work Relations:

Internal partners include the Turkey and cross-border programme teams, other staff in the Country Office. The Logistics Clerk also works in close collaboration with the programme team and operations team to resolve procedural and administrative issues.

External partners include project implementation partners of the Humanitarian Programme, NGOs, local authorities and other agencies including UNHCR, OCHA, UNICEF, WHO, WFP

Minimum Qualifications and Experience:

- Education** : Bachelor's Degree in Administrative Science, Business or Public Administration, or other related field
- Experience** : 4 years of experience in logistics and/or administrative functions
- Language** : Fluency in written and spoken English and Turkish
- Computer Skills** : Proficiency in current office software applications and web based management Systems
- Nationality** : Turkish

Skills and Competencies:

- Knowledge of custom protocol is an asset.
- Experience in stock management is an asset.
- Experience in procurement is an asset.
- Familiarity with UN procedures and working methods is an asset.
- Knowledge of Atlas/PeopleSoft or other ERP application is an asset.
- Working experience with an international organization is an asset.

Core Competencies:

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

Functional competencies:

- Provide logistical support
- Managing data, documents, correspondence and reports
- Managing information and workflows
- Planning, organizing and multi-tasking