

Job no: 594697

Contract type: Temporary Appointment

Duty Station: Lagos

Location: Nigeria

Categories: Supply Management

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do for as long as we are needed. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for professional and personal development that will help them reinforce a sense of purpose while serving children and communities across the world. We welcome everyone who wants to belong and grow in a diverse and passionate culture, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

For every child, *the right to a Future*

How can you make a difference?

The core mission of UNICEF is to advance the rights of every child, regardless of location, in all aspects of its work—including programs, advocacy, and operations. The organization's equity strategy focuses on the most marginalized and excluded children and families, putting children's rights into tangible action. For UNICEF, equity ensures that all children have the chance to survive, grow, and achieve their full potential without facing discrimination, bias, or favoritism. Any child who faces an unequal opportunity in life—be it social, political, economic, civic, or cultural—experiences a violation of their rights. Increasing evidence shows that investing in the health, education, and protection of a society's most disadvantaged members, and addressing inequality, helps all children realize their potential and contributes to the sustained growth and stability of nations.

Purpose of the assignment

Under the direct supervision of the Supply and Logistics Specialist, the Logistics Associate is responsible for supporting the continuous provision of affordable and high-quality supplies and services. This support is tailored to the specific context and is carried out in strict compliance with UNICEF's policies, procedures, and ethical standards.

Summary of Key Functions/Accountabilities

- Clearance of incoming goods
- In-country logistics
- Support for warehouse and inventory management activities
- Reporting

Planning

- Liaise with Programme Section and Procurement Services Team to prepare all required import regulatory submissions to the appropriate agency.

- Liaise with Programme Section and Procurement Services Team to ensure supply plan incorporate a distribution plan and required funding source.
- Prepare in consultation with Supervisor estimate logistics commitments and allocation to vendors.
- Monitor logistics spend and on a quarterly basis review adequacy of the outstanding logistics commitments.

Clearance and Forwarding of Incoming Goods

- Verify that all necessary documentation complies with export and import regulations.
- Issue letters of Authority (LoA) in a timely manner to relevant state ministries, clearing agents, and customs or regulatory bodies before shipments arrive in the country.
- Closely monitor the clearance process, promptly address any issues or queries, and ensure adherence to all customs regulations and tariffs.
- Ensure the Unit's monitoring tools are timely update to ensure accurate visibility of LoAs against the commitments raised to vendors.

In-Country Logistics

- Initiate requests to select reliable freight forwarders or shipping companies from approved transport vendors for the movement of goods.
- Coordinate with the selected carrier to arrange for timely pick-up and delivery of goods.
- Track shipments in real time and proactively address any delays or issues that arise.
- Confirm that all goods are delivered safely and on time to their intended destinations.

Support for Warehouse and Inventory Management Activities

- Ensure all movement of goods is accurately recorded in Vision, in line with UNICEF guidelines.
- Promote good warehouse management practices and ensure that third parties are trained accordingly.
- Supervise the receipt and dispatch of consignments and supplies.
- Prepare stock reports, monitor inventory to identify trends, and track inventory status from source to beneficiary.
- Conduct regular physical inventory counts in the warehouses.
- Prepare documentation for the disposal of commodities through the Property Survey Board committee.
- Track supplies near expiration and ensure compliance with FIFO (First In, First Out) and FEFO (First Expired, First Out) approaches.

Reporting and Monitoring

- Ensure all logistics movements of goods are reported according to UNICEF guidelines.
- Monitor the performance of contractors to track Key Performance Indicators and identify any bottlenecks in logistics processes.
- Maintain and develop further Unit's monitoring tools to ensure real-time monitoring, tracking and regular reports to management and Programme Section of the status of UNICEF and PS shipments.

If you would like to know more about this position, please review the complete Job Description here:  [ToR - Logistics Associate Lagos GS6 TA 20260714.pdf](#)

To qualify as an advocate for every child you will have...

Minimum requirements:

- **Education:** Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.
- **Work Experience:** A minimum of six years of relevant administrative experience in supply chain management or a commercial context is required.
- **Skills:**
 - Comprehensive knowledge of specialized topics, including relevant supply chain processes, partnership mechanisms, and public sector procurement rules and regulations.
 - Ability to interpret and apply specialized rules and regulations to individual cases.
 - Proficiency in MS Word, Excel, PowerPoint, SAP, and the ability to learn other UNICEF office tools.
 - Understanding supply chain processes and consistent application of relevant policies, procedures, and good practices in daily work.
 - Ability to build and maintain effective working relationships with stakeholders, and to cooperate with others within a team setting.
 - Ability to use supply-related modules within UNICEF's ERP system (SAP).
 - Capacity to prioritize and plan personal work, as well as coordinate and monitor the work of subordinates.
 - Skill in drafting clear, concise reports or rationales for supply-related decisions on key issues.
- **Language Requirements:** Fluency in English is required.

Desirables:

- Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
- International development experience is an asset.
- Familiarity with development and humanitarian work is an advantage.
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.

For every Child, you demonstrate...

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

The UNICEF competencies required for this post are...

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others

Familiarize yourself with [our competency framework](#) and its different levels.