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MY PROFILE

National Consultant as a Logistics Analyst for Emergency Response, Mandalay, Myanmar.

Mandalay, Myanmar

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JOB INFO

Job Identification	25698
Posting Date	04/11/2025, 10:06 PM
Apply Before	04/18/2025, 05:00 PM
Job Schedule	Full time
Locations	Mandalay, Myanmar
Grade	NOA
Vacancy Type	Individual Consultancy
Education & Work Experience	Master's Degree - 2 year(s) experience OR Bachelor's Degree - 4 year(s) experience
Other Criteria	Good understanding of international development and humanitarian architecture, including the UN system.
Required Languages	Fluency in oral and written English and Myanmar language

JOB DESCRIPTION

The Position:

The Logistics Analyst will play a key role in supporting the efficient delivery of essential commodities and services to affected populations.

UNFPA seeks candidates who demonstrate integrity, professionalism, and a commitment to transformative impact. Successful candidates will be resourceful, accountable, and dedicated to delivering high-quality results in humanitarian settings.

Under the overall supervision of the Supplies Logistics Team Lead, the direct supervision of the International Operations Manager and in close collaboration with Procurement Analyst and UNFPA Myanmar Supply Chain committee,

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 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; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member

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States, organizations and individuals to “build forward better”, while addressing the negative impacts of the Covid-19 pandemic on women’s and girls’ access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals.

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

Job Purpose:

UNFPA is the lead UN agency dedicated to achieving a world where every pregnancy is wanted, every childbirth is safe, and every young person’s potential is fulfilled. Guided by its Strategic Plan (2022–2025), UNFPA focuses on three transformative results: ending preventable maternal deaths, ending unmet need for family planning, and ending gender-based violence and harmful practices. These priorities align with accelerating progress toward the ICPD and SDGs within the Decade of Action leading up to 2030.

In response to the recent earthquake in Myanmar, UNFPA is committed to delivering timely, effective, and principled support, particularly addressing the impact on women and girls’ access to sexual and reproductive health services.

You would be responsible for:

1. Pre-shipment Coordination for Warehousing and Ports Oversee all pre-shipment activities, including readiness checks, notifying stakeholders, obtaining dispatch authorization, and authorizing ground shipments. Ensure all necessary documents, such as donation letters, permits, customs clearances, and logistical permissions, are obtained in advance for consignments arriving at warehouses or ports.

2. Documentation and Authorization of Shipments, Shipment Receiving, and Inspection Prepare and sign all necessary documentation, including Receiving and Inspection Reports (RIR), ensuring proper authorization for all UNFPA shipments. Maintain accurate records for compliance and auditing purposes. Coordinate the receipt and inspection of incoming shipments at warehouses or other facilities, ensuring that all goods are checked for quality and quantity. Communicate with relevant stakeholders to resolve any discrepancies or issues

3. Transport and Logistics Management Oversee transportation logistics for supplies, coordinating customs clearance, and ensuring proper handling throughout the transportation process. Work with third-party transport providers to ensure safe and efficient delivery of goods to their destinations. Identify and build productive relationships and partnerships with counterparts in UN Agencies, NGOs, and the private sector to share knowledge and resources.

4. Support IP Distribution Plans

Collaborate with implementing partners (IPs) to support and manage distribution plans for the earthquake-affected regions, ensuring timely transportation and delivery of supplies. Monitor the distribution process to guarantee that goods reach their intended recipients efficiently and in compliance with UNFPA standards.

5. Warehouse Management and Stock Reporting

Ensure proper management and reporting of warehouse stocks, including tracking inventory movement, maintaining documentation of recipients, and monitoring item dispatches. Implement stock control measures to ensure accurate reporting and inventory updates. Maintain comprehensive administrative records, logs, and inventories of supplies, following the program’s supply management policy. Ensure that records are up to date and accurate for effective tracking of supplies.

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6. Monitoring Visits to Partner Facilities – Last Mile Assurance

Conduct regular monitoring visits to partner facilities to ensure safe storage, proper distribution, and appropriate utilization of supplies. Ensure cold chain requirements are met for temperature-sensitive items and take corrective actions to prevent quality issues.

7. Preparation of Logistics Reports (ConOps)

Prepare detailed logistics and procurement reports for internal review as well as for external stakeholders, such as donors or partner agencies, ensuring transparency in the supply chain process and accurate reporting of stock levels, deliveries, and distribution activities. Review and verify invoices for services related to forwarding, warehousing, insurance, and brokerage, ensuring that all payments are processed in a timely and accurate manner.

Qualifications and Experience:

Education: Advanced University degree in Supply Chain, Logistics, Business Management, or other related fields, or First University degree with additional years of work experience in relevant fields

Knowledge and Experience:

- A minimum of 2 years of relevant work experience with an Advanced degree or a minimum of 4 years of relevant work experience with a Bachelor's degree
- Good understanding of international development and humanitarian architecture, including the UN system.
- Experience in emergency response in humanitarian settings.
- With the ability to accept personal responsibility but also operate as a member of a team.
- Proficiency in current office software applications (MS Word, Excel, etc).
- UN Experience will be an asset.

Languages:

Fluency in oral and written English and Myanmar language

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,

Compensation and Benefits:

This position offers an attractive remuneration package including a competitive net salary plus health insurance and other benefits as applicable.

UNFPA Work Environment:

UNFPA provides a work environment that reflects the values of gender equality, diversity, integrity and healthy work-life balance. We are committed to ensuring gender parity in the organization and therefore encourage women to apply. Individuals from the LGBTQIA+ community, minority ethnic groups, indigenous populations, persons with disabilities, and other underrepresented groups are highly encouraged to apply. UNFPA promotes equal opportunities in terms of appointment, training, compensation and selection for all regardless of personal

National Consultant as a Logistics Analyst for Emergency Response, Mandalay, Myanmar. - UNFPA Careers characteristics and dimensions of diversity. Diversity, Equity and Inclusion is at the heart of UNFPA's workforce - click [here](#) to learn more.

Disclaimer:

Selection and appointment may be subject to background and reference checks, medical clearance, visa issuance and other administrative requirements.

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process and does not concern itself with information on applicants' bank accounts.

Applicants for positions in the international Professional and higher categories, 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:

To apply for the post, please click the following links: This link is for the external applicants

https://estm.fa.em2.oraclecloud.com/hcmUI/CandidateExperience/en/sites/CX_2003/job/25698

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