**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Official Job Title:** | **Logistics Assistant - Driver** |
| **Duty Station** | **Lebanon** |
| **Grade (Classified)** | **SB2-SC4**  |
| **Vacancy Number:** | **UNFPA/LBN/VA/2021/002** |
| **Duration** | **One year with possible extension** |
| **Start-up Date** | **November 1, 2021** |

1. **The Position:**

The **Logistics Assistant - Driver** post is located in **Beirut, Lebanon** country office and the incumbent reports directly to the Supply Analyst in UNFPA Syria Country Office.

The Logistics Assistant - Driver works in closely with the Supply Unit and the Administrative Unit of the Syria & Lebanon COs to provide effective transportation, procurement and logistical support for implementation of the COs’ programme.

1. **How can the Supply Analyst 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 (2018-2021), focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices.

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.

1. **Job Purpose:**

Based in Beirut in Lebanon, the **Logistics Assistant - Driver** providesadministrative and logistical support to the Syria CO (70%) and Lebanon CO (30%) Operations Team and works in close collaboration with Syria and Lebanon Team.

The **Logistics Assistant - Driver** provides safe driving and transportation support to UNFPA staff and personnel in visit/transit to Lebanon, ensure procurement and shipment of goods from Lebanon to Syria, support logistics operations especially in custom clearance of goods arriving thru Lebanon and their delivery to Syria (if needed), support and facilitate maintenance of UNFPA vehicles in Lebanon.

The incumbent will uphold the highest standards of discretion and integrity, have a deep sense of responsibility and an excellent knowledge of protocol and security issues, demonstrate a client-oriented approach, courtesy, tact and ability to work with people of different cultural backgrounds, maintain full confidentiality in all aspects of assignment, ensure information flow and follow up on deadlines and commitments made.

1. **The Logistics Assistant - Driver will be responsible for:**
2. **Effective administrative, logistics and customs clearance support to the CO operations**
* Timely coordinate logistics related matters such as tracking Int. shipments and pre-shipment customs clearance activities including obtaining import permits as required, product registrations, arranging waivers, etc. with the Supply Unit of CO;
* Handle and facilitate customs clearance of CO shipments coming thru Lebanon ports and airports, including all cycle of paper work and necessary follow up with customs;
* Coordinate with Custom Clearing & Forwarding agents on a day to day basis to ensure timely clearance of supplies from the ports of entry;
* Ensure timely completion of customs clearance procedures in Lebanon;
* Liaise with the suppliers, country office Logistics Assistant and inspection agencies in order to resolve problem deliveries such as product damage or quality issues that may lead to batch rejections, potential import problems, cargo retention at port of entry or logistic matters among others; with the ultimate goal of ensuring the delivery of the commodities to the Consignee/s
* Advise/Assist concerned staff responsible for both Country Office shipments on clearance related matters whenever required;
* In collaboration with the CO Logistics Assistant, follow up all Airfreight shipments through Beirut and prepare the needed documents to the Lebanese authorities;
* Maintain a file of the full set of documentation for every shipment in accordance to the organizational requirements;
* Support logistics team in LMA exercise
1. **Efficient provision of reliable reception and transportation and safe driving services:**
* Meet/escort UNFPA visitors at airport when requested to facilitate and expedite their entry/exit/transit at Beirut Airport; when requested, assist in handling claims of lost luggage for UNFPA staff;
* Drive UN officials and staff providing reliable and safe driving services by driving office vehicle for the transport of UNFPA CO Staff and missions;
* Keep abreast of traffic and road and security and safety awareness to enable safe and on time arrival for meetings;
* Acting as a translator in local language for official passengers, where necessary;
1. **Procurement and shipment of goods from Lebanon <-> Syria,**
* Support the CO with office procurement of goods and services in Lebanon based on CO needs in accordance with UNFPA policies and procedures.
* In coordination with the CO Procurement team, obtain quotations for the procurement of goods and services,
* Dispatch Purchase orders and contracts to Suppliers as needed,
* Follow up on orders to ensure timely delivery of goods and services as stipulated in the Purchases Orders and contracts;
* Ensure that issues of late/non-deliveries, missing items/quantities, quality related issues are addressed on a timely basis
1. **UNFPA vehicles management and maintenance in Lebanon,**
* Ensure proper day-to-day maintenance of the assigned vehicle and timely minor repairs,
* Monitor assigned vehicles usage; schedule and coordinate their regular maintenance and repair with drivers’ supervisor to ensure operational efficiency and minimize downtime,
* Arrange all aspects of CO’s vehicle maintenance in Lebanon including Syria vehicles sent to Lebanon for servicing including coordination with garages in providing contracted services; solicit and collect bids for maintenance and repairs
* Keep daily vehicle logs; and assisting in the preparation of vehicle maintenance plans and history reports;
* Monitor and recommend vehicle warranty recovery, as well as confirming repair schedules with vendors.
* Maintain detailed records of vehicle servicing and inspection.
* Support purchase of vehicles, their registration and licensing
* Submit monthly fuel usage reports to the Operations Manager of CO
* Provide monthly Vehicle Maintenance cost report to the Operations Manager
* Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
* Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
1. **Performing other operational tasks when necessary.**
2. **Work relations**

**Internal contacts** (in Syria CO) includes the National Operations Manager and the Supply Analyst, Drivers focal point, transportation focal point.

Will be also on direct contact with the procurement and Logistics unit, Admin and operations team in Lebanon CO.

**External partners** (in Lebanon) includes custom clearance, port authority, airport authority, borders and embassies when needed.

1. **Qualifications and Experience**

**Education:**

* Secondary/**High School degree** with minimum **two years’** relevant experience in administration, protocol and of Logistics and driving in an international organization, embassy or UN system with a safe driving record.

**Knowledge and Experience:**

* Proficiency in current office software applications and corporate IT systems (ATLAS knowledge is preferable).
* Valid driver’s license.
* Two years’ work experience as a driver in an international organization, embassy or UN system with a safe driving record.
* Experience driving Armored vehicle is an asset,
* Knowledge of driving rules and regulations, chauffeur protocol and courtesies, local roads and conditions, and defensive driving skills.
* Skill in minor vehicle repairs.
* Nationality: Lebanese

**Languages:**

Fluency in spoken English and Arabic and very good English and Arabic writing skills are required.

**Required Competencies**

|  |  |
| --- | --- |
| **Values:*** Exemplifying integrity,
* Demonstrating commitment to UNFPA and the UN system,
* Embracing cultural diversity,
* Embracing change
 | **Functional skills:*** Providing logistical support
* Managing data
* Managing documents, correspondence and reports
* Managing information and work flow
* Planning, organizing and multitasking
 |
| **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
 |  |

1. **Compensation and Benefits**This position offers an attractive remuneration package including a competitive net salary plus cost of health insurance and other benefits as applicable.
2. **Disclaimer**

UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Fraudulent notices, letters or offers may be submitted to the UNFPA fraud hotline http://www.unfpa.org/help/hotline.cfm

In accordance with the Staff Regulations and Rules of the United Nations, persons applying to posts in the international Professional category, who hold permanent resident status in a country other than their country of nationality, may be required to renounce such status upon their appointment.

1. **How to apply**

Interested candidates may apply online by providing:

1. a P-11 Form (click to download), and
2. a most updated CV, and
3. a cover letter mentioning the relevance of past/current experience with the requirements of the post
4. Mention in the email subject the post title and number: **Logistics Assistant/ Driver** - **UNFPA/LBN/VA/2021/002**

The above documents must be sent to the following email address: bids\_lbn@unfpa.org by no later than **1st October 2021 Close of Business (i.e. 3:30 pm).**

**Candidates who fail to submit the required documents above will not be considered for review.**