



UNITED NATIONS DEVELOPMENT PROGRAMME GENERIC JOB DESCRIPTION

I. Position Information

Job Code Title: GFATM Logistic and Procurement Associate	Current Grade: New position
Department: Global Fund	Proposed Grade: ICS 5
Reports to: Programme Specialist-GFATM	Approved Grade:
Position Status: (Non-Rotational)	Position Classified by: Mariyam Nazra, Human Resources Analyst (as taken from Generic Job Description)
	Classification Approved by: Arun Kashyap, Officer in charge

II. Organizational Context

Under the overall guidance of GFATM International Programme Manager and GFATM Programme Associate, the Logistic Assistant works in close collaboration with the UNDP CO Operations, Programme and the GFATM Programme Management unit to ensure high quality of work, ensures accurate and timely all operational support in the area of logistics and procurement management for successful implementation of the GFATM programme.

In order to co-ordinate the smooth implementation of the GF (Global Fund) funded activities and to achieve the objectives of the Programme Grants for HIV/AIDS, the Logistic and procurement Assistant may be required to travel to the implementation sites and to ensure consistent service delivery.

BACKGROUND OF THE PROGRAMME

UNDP is a key partner to the GFATM and is the UN agency assuming the role of Principal Recipient of GFATM grants in selected countries. In its role as Principal Recipient, UNDP is responsible for the financial and programmatic management of the GFATM grant as well as for the procurement of health and non-health products. In all areas of implementation, it provides capacity development services to sub-recipients and implementing partners.

III. Functions / Key Results Expected

Summary of key functions:

- ❑ Provision of administrative and logistical support
- ❑ Provision of support to the office maintenance and assets management
- ❑ Support to procurement processes unit to UNDP CO
- ❑ Support to knowledge building and knowledge sharing

1. Provision of **administrative and logistical support**

- ❑ Receipt of shipments, customs clearance arrangements, preparation of documents for UNDP shipments (received/sent), arrangements for shipments. Preparation of all necessary documentation, implementation of follow-up actions, drafting correspondence related to shipments/customs clearance.
- ❑ Arrangement of travel and hotel reservations, preparation of travel authorizations.
- ❑ Administrative support to organization of conferences, workshops, retreats.
- ❑ Collection of information for DSA, travel agencies and other administrative surveys in collaboration with the UNDP CO.
- ❑ Extracting, inputting, copying and filing data from various sources.
- ❑ Maintenance of files in Administrative processes in the unit

2. Provision of support to the office maintenance and **assets management**

- ❑ Collection of information on assets management, maintenance of records and files on assets management including the Sub Receipts assets funded by GF UNDP unit.
- ❑ Maintenance of files and records relevant to office maintenance.

3. Support to **procurement processes** for the unit to UNDP CO

- ❑ Follow up on all the procurement processes with the guidance from the GF work plan
- ❑ Assist the with the planning work assignments to ensure timely delivery of results
- ❑ Assist to review specifications and terms of reference to ensure completeness, accuracy and compliance with quality standards.
- ❑ Assist to ensure proper tendering and bidding procedures. Assist the Procurement Associate ensure compliance with GFATM/UNDP procurement guidelines.
- ❑ Coordinate timely delivery of goods and services and ensure that the procured products comply with international and national standards.
- ❑ Oversee correct receiving dispatch, storage, inventory procedures and the correctness of the procedures.
- ❑ Ensure and oversee the correct in handling/ out handling, storage and inventory procedures data for SRs.
- ❑ Undertake any other related tasks as assigned by the Programme Manager and Programme Associate (M&E) for the overall Management, Supervision, Monitoring and Evaluation of the implementation of the programme.
- ❑ Liaise with the UNDP CO procurement and HR unit for all contracts management (from advertisement to contract issue)

4. **Supports knowledge building and knowledge sharing** in the CO focusing on achievement of the following results:
 1. Participation in the training courses for the operations/programme staff on Procurement.
 2. Sound contributions to knowledge networks and communities of practice.

IV. Impact of Results

The key results have an impact on the execution of the GF unit administrative/logistical services in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach strengthens the capacity of the office in the provision of logistical/procurement services.

V. Competencies and Critical Success Factors

Corporate Competencies:

- Demonstrates commitment to the vision, mission, and strategic goals of UNDP
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of repetitive and routine tasks and duties related to collecting of information and preparation of procurement documentation, data processing, filing
- Ability to review data, identify and adjust discrepancies
- Ability to produce accurate and well documented records conforming to the required standard
- Ability to handle a large volume of work possibly under time constraints
- Knowledge of financial rules and regulations.
- Strong IT skills, knowledge of Atlas

Management and Leadership

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

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VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> ○ Secondary education, preferably with specialized certification in data management. ○ Specialized training in procurement desirable.
Experience:	<ul style="list-style-type: none"> ○ 3 to 5 years of relevant procurement and logistic /administrative management experience. ○ Excellent working knowledge of information technology. ○ Experience in the usage of computers and office software packages (MS Word, Excel, etc). Knowledge of Access is

	desirable <ul style="list-style-type: none"> ○ Experience in the usage of computers and office software packages (MS Word, Excel, etc.).
Language Requirements:	<ul style="list-style-type: none"> ○ Excellent communication skills, verbal and written. ○ Fluency in English and Dhivehi
Others:	<ul style="list-style-type: none"> ○ Availability for traveling (field work) for Monitoring purposes ○ Experience in working with budding civil society and NGO's ○ Ability to work in multidisciplinary groups

VII. Signatures- Job Description Certification		
Incumbent (if applicable)		
Name Adam Shaheer	Signature	Date
Supervisor		
Name Ivana Lohar	Signature	Date
Chief Division/Section		
Name	Signature	Date