



## ICT /Logistics Associate

<b>Job title:</b>	<b>ICT / Logistics Associate</b>
<b>Level:</b>	<b>GS-7</b>
<b>Position Number:</b>	<b>00167603</b>
<b>Location:</b>	<b>Ulaanbaatar, Mongolia</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Fixed Term</b>
<b>Rotational/Non-Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable)</b>

### **The Position:**

The ICT / Logistics Associate assists in the implementation of ICT policies and standards, provides ICT and administrative support services and daily technical support to end users. Furthermore, the incumbent provides logistics guidance and support to the country office and implementing partners. S/he will facilitate a fully accountable, smoothly functioning, well-managed and results-oriented delivery and distribution of commodities procured by UNFPA.

The ICT / Logistics Associate is located in Mongolia CO and reports to the Operations Analyst.

### **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 (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.

### **Job Purpose:**

You will support the management of the organization's resources, assisting in implementing ICT standards and applications, managing data, information and workflow. You will provide ICT and administrative support services and daily technical support to CO staff.

In your role as Logistics focal point, you deliver quality services in logistics and provide guidance and support to internal and external clients, in full compliance with all relevant rules, guidelines, processes and procedures. You will take a client-oriented, result-focused approach to interpreting the rules, procedures and guidelines.



### **You would be responsible for:**

- Supporting the implementation of ICT management systems and strategies; complying with corporate information technology standards for the CO, supporting the use of Enterprise Resource Planning systems for improved business results and improved client services;
- Ensuring effective functioning of CO hardware and software packages; performing technical functions, including assisting with the installation and repair of commercial and in-house hardware and software applications; assisting with routine repairs, application management, maintaining supplies inventory; monitoring of server traffic and performance; provision of support in backing up and restoring files, and virus prevention;
- Ensuring ICT security through restriction of administrative rights to prevent the loading of unauthorized software; ensuring that desktop, laptop and server passwords and related policies are in line with established corporate standards;
- Supporting networks administration, including the establishment of offsite backup, back up logs and restoration procedures; trouble-shooting network problems and responding to user needs regarding network access;
- Providing administrative support by managing software, hardware and parts, including the maintenance of an up to date inventory; maintaining CO databases and providing orientation and coaching to staff; maintaining a library of ICT related reference materials; preparation of statistical reports as required.
- Providing the necessary support to recipients of UNFPA procurements to respond to challenges regarding ordering and delivery of the procured commodities;
- Monitoring shipments and regularly reporting on the status within an effective inventory management system for UNFPA procured commodities;
- Maintaining continuous and accurate and up to date flow of information between UNFPA HQs and the country office;
- Working in close collaboration with the Procurement Services Branch (PSB) for delivery schedule, liaising with local consignees and medical stores to ensure adherence to schedules;
- Providing the necessary support to recipients of UNFPA procurements to respond to challenges regarding delivery of the procured assets and commodities;
- Ensuring timely and correct entries of procurement needs into ATLAS procurement module and regularly updating the shipment tracking and inventory management tools;
- Liaising with local clearing agencies to ensure the timely clearance and delivery of commodities to the designated consignee;
- Perform any other duties assigned by the Senior Management Team of the Country Office



## Qualifications and Experience:

### Education:

Completed Secondary Level Education required. Additional qualifications in ICT and/or Logistics, or other related business functions, are desirable.

### Knowledge and Experience:

- Relevant certifications in hardware and software management and application including Microsoft Certified Professional (MCP);
- 7 years of relevant working experience in logistics and/or ICT
- Preferably experience in network administration, support to management of hardware and software platforms, telecommunications facilities, knowledge of Windows-based packages/applications;
- Good knowledge of PC/LAN operating systems, Microsoft Windows, corporate ICT security and viral protection systems, ERP;
- Familiarity with UN administrative procedures and the ability to interpret the rules, regulations and procedures and explain them clearly and concisely is desirable;
- Previous experience in the UN an advantage;
- Good writing and communication skills.

### Languages:

Fluency in Mongolian and English;

### Required Competencies:

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Functional Competencies:</b> <ul style="list-style-type: none"><li>• Managing the organization's resources</li><li>• Developing ICT standards and applications</li><li>• Managing data, information and work flow</li></ul>
<b>Core Competencies:</b> <ul style="list-style-type: none"><li>• Achieving results,</li><li>• Being accountable,</li><li>• Developing and applying professional expertise/business acumen,</li><li>• Thinking analytically and strategically,</li><li>• Working in teams/managing ourselves and our relationships,</li><li>• Communicating for impact</li></ul>	

**Compensation and Benefits:**

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

**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.