UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Logistics Assistant Supervisor Title/ Level: Logistics Specialist # 117860/P-3 Organizational Unit: Global Transport and Logistics Centre (GTLC) Post Location: Copenhagen, Denmark	Job Level: G-5 Job Profile No.: Job Classification Level: G-5

II. Strategic office context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context :

UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families, in development, humanitarian and fragile contexts. These supplies are critical to saving lives, supporting children's health and education, and protecting them from abuse, exploitation, and neglect. As the UN's largest end to end supply chain entity, UNICEF leverages its global reach, market influence, supply chain expertise and partnerships with governments, civil society, private sector, industry, and other stakeholders to meet children's needs and protect their rights around the world.

SD focuses on three result areas to maximize impact, scale, and effectiveness: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; and supply chain optimization. To facilitate and accelerate progress toward these results, SD employs three change strategies: financing for supply and services, supply chain digitalization and supply chain localization.

Under the general supervision of the Logsitics Specialist, supports the monitoring of EDI/SAP data flows and freight forwarder performance to ensure accurate, timely, and complete shipment information. Assists with the processing of retro approvals and verification of non-standard freight charges to maintain compliance with UNICEF procedures and contract terms. Monitors

shipment closure by following up on goods receipt, invoicing, and payment status to enable timely finalization of freight POs in VISION/SAP. Coordinates with GSSC, including reviewing SGW dashboards, to resolve invoice discrepancies and support the timely certification and payment of freight invoices. Prepares routine and ad-hoc EDI and logistics data reports to strengthen operational visibility, trend analysis, and informed decision-making.

Supports the accuracy, timeliness, and completeness of logistics data by monitoring EDI/SAP transmissions, shipment milestones, and freight forwarder performance to ensure smooth operational flow.

Ensuring data and invoice discrepancies are resolved, retro approvals are compliant, shipment closures are completed on time, and reports are produced to support operational visibility and informed decision-making.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Supports the smooth flow of logistics data and documentation by monitoring EDI transmissions from freight forwarders, ensuring information is accurate, timely, and complete. This includes identifying missing or inconsistent shipment data, following up with freight forwarders and relevant internal stakeholders, and assisting with routine data quality checks. Contributes to improvements in EDI-related processes and helps maintain consistent data standards across the logistics chain.
2. Assists with the processing of retro approvals in line with UNICEF procedures and contract terms by reviewing supporting documentation, validating non-standard freight charges, and ensuring requests are complete and compliant.
3. Monitors shipment closure activities by tracking goods receipt, invoicing, and payment status. Follows up with freight forwarders and internal teams to resolve outstanding data or documentation issues that delay the closure of freight POs, helping ensure that shipment information is correctly reflected in VISION/SAP.
4. Provides support to the coordination with GSSC by monitoring freight invoice status, including certification, approval, and payment. Reviews SGW dashboards to identify invoice issues linked to EDI discrepancies, works with stakeholders to resolve them, and escalates bottlenecks when needed.
5. Prepares routine and ad-hoc reports on EDI performance, retro approvals, shipment closure, and invoice processing to provide visibility on data quality trends and operational bottlenecks. Supports information needs from the Logistics Specilaist and contributes to the analysis and consolidation of logistics data.
6. Engages regularly with freight forwarders and internal partners to clarify shipment information, follow up on data issues, and ensure compliance with required procedures. Contributes to updates of internal guidance, workflows, and system-related improvements as needed.
7. Other duties may be assigned based on operational requirements.

IV. Impact of Results

Efficient and accurate performance in this role ensures reliable logistics data, timely shipment closure, and smooth invoice processing, all of which strengthen the operational backbone of Supply Division. By maintaining high data quality and resolving issues quickly, the incumbent enables faster delivery of essential supplies, improves financial accuracy, and supports stronger oversight of freight forwarder performance. This directly enhances UNICEF's ability to plan, move, and account for supplies efficiently, ultimately improving the organization's capacity to deliver results for children.

V. Capabilities Required

1. Project Management
- Use project management tools to organize and track tasks within a project
- Schedule and prioritize tasks to meet deadlines
- Provide project updates and report issues

2. Collaboration
- Use tact and discretion in sensitive situations
- Communicate thoughtfully and diplomatically considering how words may be perceived by others
- Write clearly and concisely in emails and reports, outlining brief summaries and suggested actions
- Communicate key points and recommendations verbally in a clear and direct manner
- Organize, visualize and present data, tailoring visuals to highlight key insights

3. Problem Solving
- Compare different sets of information to identify correlations and differences
- Analyze information to identify the root cause of problems and possible risks
- Identify key data and patterns in reports and summaries
- Organize, visualize and present conclusions in a structured and logical way
- Consider and suggest possible solutions to resolve problems independently
- Consider available information when making decisions

4. Digital Dexterity
- Use AI tools and digital platforms to collect information
- Assess AI generated tasks for accuracy and effectiveness
- Use key organizational business systems and digital platforms
- Manage and organize digital documents and files in alignment with digital workforce policies and culture
- Safeguard documents ensuring confidentiality and manage data risks

VI. Competencies and level of proficiency required

Core Values attributes • Care • Respect • Integrity • Trust • Accountability • Sustainability **Core competencies skills** • Builds and maintains partnerships • Demonstrates self-awareness and • ethical awareness • Drive to achieve results for impact • Innovates and embraces change • Thinks and acts strategically • Manages ambiguity and complexity • Works collaboratively with others	

VII. Recruitment Qualifications

Education:	Completion of secondary education with additional professional training in accounting, logistics / supply-chain management, and/or general administration.
Experience:	Five years of experience in international transportation using multiple modes of transport (air, sea, road), cargo operations, commercial freight forwarding or related area. Strong working knowledge in the Microsoft Suite of Products (including MS Word, MS Excel & MS PowerPoint), with emphasis on MS Excel, is required. Experience in working with ERPs is an advantage.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language of the duty station is an asset.