UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Warehouse Assistant Supervisor Title/ Level: Warehouse Assistant Organizational Unit: Operations Post Location: Ethiopia Country Office, Addis Ababa	Job Level: G-3 Job Profile No.: 46902 CCOG Code: Functional Code: Job Classification Level:

II. Organizational 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.

Job organizational context *(Please provide an overview of the office context in which this position works, briefly summarizing UNICEF's current objectives in that office/division, as well as the specific role of the positions section in contributing to their achievement)*

The Warehouse Assistant is responsible for managing UNICEF warehouse operations in Addis Ababa. This role ensures efficient storage, inventory management, and distribution of supplies to support programme implementation and emergency response.

Purpose for the job (*Please outline the overall responsibility of this position)*

Under the direct supervision of the Warehouse Assistant (GS-5), it manages the day-today reception and dispatching of UNICEF supplies in the UNICEF Warehouse while ensuring that storage conditions and cargo handling are in accordance with product specific demands, and that appropriate security conditions are maintained to assure the safety of programme supplies.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

- Assist in receiving, unloading, stacking, and proper storage of UNICEF supplies in accordance with warehouse procedures and FIFO/FEFO principles.
- Receive, pick, putaway and create waybills for supplies in VISION.
- Update inventory records in VISION and bin cards regularly to ensure stock accuracy.
- Conduct periodic physical stock counts and report any discrepancies, damages, or near-expiry items to the supervisor.
- Support picking, packing, loading, and dispatch of supplies to Implementing Partners (IPs) and field offices.
- Assist in arranging transportation and preparation of dispatch documentation including gatepass and waybills.
- Monitor warehouse cleanliness, safety, and proper maintenance of warehouse equipment and storage areas.
- Maintain proper filing of warehouse documents and support day-to-day warehouse operations as assigned by the supervisor.
- Perform any other assignments as requested by the supervisor.

IV. Impact of Results (*Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

Cost-effective receiving, put-away and storage of locally procured supplies ensures effective implementation of UNICEF-assisted programs and emergency responses which in turn contributes to maintain /enhancing the credibility of UNICEF to provide program services for women and children that promotes the rights of every child and greater social equality in the country.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication (II)
- Working with People (II)
- Drive for Results (II)

Functional Competencies:

- Analyzing (II)
- Applying Technical Expertise (II)
- Planning & Organizing (II)
- Following Instructions and Procedures (II)

VI. Recruitment Qualifications

Education:	Completion of secondary education is required.
	Three years of professional work experience in

Experience:	warehouse/logistics management
Language Requirements:	Fluency in English.