

Posting Title : CHIEF OF SECTION, LOGISTICS, P5  
Job Code Title : CHIEF OF SECTION, LOGISTICS  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 23 November 2022-22 December 2022  
Job Opening number : 22-LOG-UNIFIL-195685-F-NAQOURA (M)  
Staffing Exercise : N/A

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**United Nations Core Values: Integrity, Professionalism, Respect for Diversity**

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### **Org. Setting and Reporting**

This position is located in the Mission Support Center (MSC), UNIFIL. The incumbent will be based in Naqoura, Lebanon and will report to the Chief of Operations and Resources Management (CORM).

### **Responsibilities**

Within delegated authority, the Chief of Section, Logistics will be responsible for the following duties:

- Within delegated authorities, exercise strategic coordination, managerial and supervisory control over all logistics coordination required by the mission.
- Conduct critical information/data analysis related to military components of the mission operations and provides briefings, talking points and reports to Senior Management.
- Develop, prepare, coordinate and monitor overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent, complex operational needs.
- Formulate strategies and responsible for the operations and the application of these strategies to ensure the unhindered flow of products and services to the end users.
- Review relevant documents and reports, identify logistics problems and issues to be addressed and initiate corrective actions. Liaise with relevant parties ensuring follow-up actions undertaken.
- Ensure adequate logistics support to military component of the mission, and consider and approve cooperation and provision of logistics support to other UN AFPs and stakeholders

operating in the mission area, in coordination with relevant mission support sections.

- Produce/Review required SOPs, policy guidance and instructions etc. in areas of logistics support and related fields.
- Develop logistical and support plans for current operations and logistics contingency plans.
- Develop and execute tools and methodologies to enable effective implementation of logistic plans.
- Supervise Section budget, its preparation and execution, including those of Integrated Mission Training Center (IMTC).
- Monitor and coordinate all multi-functional logistic requirements between UN HQ and the Mission including but not limited to Uniformed Personnel configurations, unit requirements, skill sets and contingent owned equipment (COE) needs.
- Work closely with the Mission Support sections, Uniformed, Security and Substantive Components in the development of guidance and procedures for logistics support.
- Act as the principal liaison between the mission's components and Headquarters staff for logistics matters, Memoranda of Understandings (MOU) and Letters of Assist (LOA) concerning military contingents and COE, and provide inputs for HQ-led boards, committees, reviews and studies concerning MSC areas of responsibilities.
- Brief on the ongoing operation/requests and field situation, when required.
- Ensure that logistics requirements take account of gender-specific needs.
- Advises the Mission Leadership Team and Senior Management on logistics operations, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy.
- Regularly lead logistics reconnaissance missions to various locations in the field in order to monitor the logistics support.
- Organize and chair logistics meetings.
- Develop a training program for logistics staff in coordination with the military and police components and the various administration sections.
- Manage staff effectively, establish and coordinate individual annual work plans and set work standards; Evaluate staff performance; Interview/evaluate candidates for job openings.
- Develop strategies for the administrative activities of the Section and ensures availability of adequate human and financial resources;
- In cooperation with other offices of the Mission, plan and forecast the personnel, financial and logistical requirements of the Section;
- Supervise the operations of the Integrated Mission Training Center and promotes greater integration with the military components;
- Ensure the most effective and efficient use of training resources with adoption on new training methodology, equipment and acquisition of new skills for the IMTC staff members.
- Perform other related duties as required.

## **Competencies**

**PROFESSIONALISM:** Knowledge of logistics operations and practices; Ability to develop

logistics plans, policies, procedures and new strategies; Ability to conduct information and data analysis and reporting on complex operational and cross-cutting matters involving several Departments/Sections; Proven experience with managing a geographically dispersed team and familiarity with the planning and forecasting of personnel, financial and logistical requirements of a Department/Section; Ability to provide technical and procedural advice in a broad range of logistics areas; Ability and proven experience to develop training strategy and budget; Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**COMMUNICATION:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**PLANNING AND ORGANIZING:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**MANAGING PERFORMANCE:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

**JUDGEMENT/DECISION-MAKING:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## **Education**

Advanced university degree (Master's degree or equivalent) in logistics, business administration, management, engineering, or related field is required. A first-level university degree in similar fields or in areas such as transport operations/management, supply chain management, etc. in combination with two (2) additional years of qualifying experience may

be accepted in lieu of the advanced university degree.

## **Job Specific Qualifications**

### **Work Experience**

A minimum of ten (10) years of progressively responsible experience in land or air transport, logistics operations in military, commercial or international organization, or related areas is required

Three (3) years of field experience in a United Nations common system field operation (inclusive of peacekeeping, political missions and UN agencies, funds and programmes) or similar large international organization or non-governmental organization, in a conflict or post conflict environment is desirable.

Experience with managing a geographically dispersed team and familiarity with the planning and forecasting of personnel, financial and logistical requirements of a Department/Section is desirable.

### **Languages**

English and French are the two working languages of the United Nations Secretariat. For the position advertised fluency in English (both oral and written) is required. Working knowledge of French and/or Arabic is desirable.

### **Assessment**

Evaluation of qualified candidates may include an informal interview.

### **Special Notice**

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting

them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

## **United Nations Considerations**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

### **No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.