The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment: Afghanistan
Host Institute: United Nations Children's Fund
Volunteer Category: National Youth
Number of Volunteer: 1
Duration: 6 months
Possibility of Extension: Yes
Expected Starting Date: Immediate
Duty Station: Kabul [AFG]
Assignment Place: Non-Family Duty station

Assignment Place Remark
The position is based in Kabul UNICEF Office with travel to provinces only when required.

Living Conditions
The position is based in Kabul. UNVNs will arrange their own arrangement for the accommodation.

Assignment Details

Assignment Title: Warehouse Assistant
Organizational Context & Project Description

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfil their potential. Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone. And we never give up.

To learn more about working for UNICEF and our work in Afghanistan, please visit the following links:

UNICEF in Afghanistan: https://www.unicef.org/afghanistan/

Sustainable Development Goals

4. Quality Education

Task description

Under the direct supervision of Logistics Specialist (please complete with the function of the supervisor), the UN Youth Volunteer will undertake the following tasks:

- Manage the loading and un-loading of trucks and containers.
- Carries out the receiving of shipments into the warehouse including quality control of palletization, packing, and labelling of incoming shipments.
- Undertakes the transfer of goods into the warehouse for storage.
- Processes the picking requests from the warehouse.
- Undertakes the packing of sets, UNICEF kits and individual items into boxes on the various assembly lines. This also includes the prepack and the bulk packing function.
- Ensures the labelling, stacking and palletization of the packed boxes according to the customers’ requests.
- Participates in the annual physical inventory count.
- Prepare payment documents for logistics contracts
- Supervise Warehouse cleaning and fumigation
- Support Zonal warehouses in absence of the logistics associate
- Performs any other duties as requested by the Supervisors.

Furthermore, UN Youth Volunteers are required to:

- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day).
- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country.
- Reflect on the type and quality of voluntary action that they are undertaking, including participation in ongoing reflection activities.
- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.
- Assist with the UNV Buddy Programme for newly arrived UN Youth Volunteers.
- Promote or advise local groups in the use of online volunteering or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- By the end of the assignment, UNV is expected to be oriented on UNICEF’s Logistics function including an overview of the Logistics warehouse rules and policies.
- UNV will be working closely with program sections for completion of his/her activities which will enable him/her to get a knowledge of UNICEF overall program implementation strategies”
Qualifications/Requirements

Required Degree Level
Bachelor degree or equivalent

Education - Additional Comments
- A First-level university degree in Business or public administration, or any other related discipline is required

Required experience
12 months

Experience Remark
- One year (12 months) of experience in administration, procurement, supply, logistic is required.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team.
- Flexible and open to learning and new experiences.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
- Fluency in spoken and written English is required, and knowledge of (additional language) is an asset.

Language
- English (Mandatory), Level - Working Knowledge

Area of Expertise
- Inventory, asset and warehouse management Optional

Area of Expertise Requirement
- One year (12 months) of experience in administration, procurement, supply, logistic is required.
- Good interpersonal, networking and communication skills.
- Willingness to contribute and work as part of a team.
- Flexible and open to learning and new experiences.
- Respect for diversity and adaptability to other cultures, environments and living conditions.
- Previous experience as a volunteer and/or experience of another culture, (i.e. studies, volunteer work, internship) would be highly regarded.
- Computer skills (i.e. Word, Excel, PowerPoint, social media, and others).
Conditions of Service and other information

Need Driving Licence
No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Building Trust
- Commitment to Continuous Learning
- Ethics and Values
- Integrity
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service:


The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV’s offer.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and...
satisfactory performance. However, there is no expectation of renewal of the assignment.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included and final repatriation (if applicable).

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

**Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration and official processes;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities’ services during pandemics).

**Application Code**

AFGR001603-9328

**Application procedure**

[doa.apply_url](https://vmam.unv.org//candidate/show-doa/QUZHUjAwMTYwMw==)

**Disclaimer**

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).
United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.