



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Procurement Services Specialist**
Supervisor Title/ Level: **Chief, Child Survival and Development (CSD)**
Organizational Unit: **Child Survival & Development, Programme**
Post Location: **Suva**

Job Level: **3**
Job Profile No.: **91699**
CCOG Code: **1A09**
Functional Code: **OS**
Job Classification Level:

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 :

The overall goal of UNICEF Pacific's multi-country programme is to support the governments of all 14 Pacific Island Countries in progressively realizing child rights in accordance with national development strategies, the UN Pacific Strategies, Sustainable Development Goals, UNICEF Strategy Plan (2018-2021) and the SAMOA Pathway and the Pacific Plan.

Job organizational context: The Procurement Services Specialist is to be based in the Multi-Country Office (MCO) under the Child Survival Development (CSD) Programme which is a component of the UNICEF Pacific Multi-Country Programme. The Procurement Services Specialist reports to Chief, Child Survival and Development.

Under the guidance and general supervision of the Chief of CSD the Procurement Services Specialist supports the development and preparation of the CSD (or a sector of) programmes and is responsible for managing, implementing, monitoring, evaluating and reporting the progress of Supply security and financial sustainability of Immunization programmes/projects within the multi-country programme. The Specialist provides technical guidance and management support throughout the programming processes to facilitate the administration of Vaccine Independence Initiative and contribute to the achievement of immunization results through building Cold Chain Capacity, Immunization supply chain and Effective Vaccine

Management for equitable and inclusive Health and Nutrition especially for children who are marginalized, disadvantaged and excluded in society.

Purpose for the job:

Under the direct supervision of the Chief of CSD manages the Vaccine Independence Initiative (VII) operations and strategic expansion to include new vaccines. Provides technical expertise in the overall management and improvement of the supply chain system.

The Specialist contributes to achievement of results according to plans, allocation, results based-management approaches and methodology (RBM), as well as UNICEF's Strategic Plans, standards of performance, and accountability framework.

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

Summary of key functions/accountabilities

- I. Procurement planning, logistics and finances coordination
- II. Operationalization of Vaccine Independence Initiative (VII)
- III. Supply Chain Optimization
- IV. Procurement for emergency and resource mobilization and reporting

I. Procurement planning, logistics and finances coordination:

- Managing vaccines and immunization supplies forecasting activities in coordination with national officials, technical partners and UNICEF country and project offices. Ensuring zero stock outs by accurate forecasting while minimizing inventory costs due to over stocking.
- Working in coordination with UNICEF Supply Division (SD) to provide, if necessary, support and input to their tendering processes for the consolidated forecasts.
- Manages the inventory policies at the Pacific level and provides guidance to national officers in their supply and inventory policies.
- Managing procurement procedures for immunization supplies which involve: demand consolidation, estimation of buffer/contingency stock requirements, placement of orders through Supply Division, selection of right product specifications, managing receipt of supplies to regional store, distribution of supplies to respective countries.
- Identifies areas of improvement in Pacific and national logistics activities towards optimizing the vaccine supply chains.
- Undertakes field visits to national warehouses to monitor the supply flow and provide system improvement recommendations.
- Works closely with UNICEF SD to follow up on international logistics.
- Manages and optimizes regional logistics and closely follow up with the participating countries to ensure timely deliveries.
- Managing financial accounts for the participating countries and preparing financial reports on regular basis to follow up timely payments.
- Following up on renewal of Letter of Guarantees by Ministries of Finance each year.

- II. Operationalization of Vaccine Independence Initiative (VII)

- Leads VII through the next phase of expansion and positions it to strategically address and accommodate the introduction of new vaccines.
- Advocates for and increases the VII ceiling.
- Manages the potential addition of new Pacific Islands Countries (PICs) to VII.
- Builds the regional and country capacity in assuring vaccine security and increasing fiscal space.
- Engages with global partners to mobilize support for VII
- Developing standard operating procedures for the key operations of Vaccine Independence Initiative in the Pacific.
- Leading Vaccine Independence Initiative in the Pacific during the phases of expansion to include new vaccines, cold chain equipment and essential pharmaceuticals to accommodate the needs of the national governments.

III. Supply Chain Optimization:

- Establishes and keeps quantitative and qualitative system performance metrics for the supply system (i.e. prices, inventory levels, delivery timeliness, logistics costs, financial cycle times, delivery cycle times, product availability at the supply level, product availability at the demand points and wastage rates).
- Involves in continuous training and education activities to sustain and enhance the national capacities for forecasting, vaccine procurement and logistics issues.
- Prepares necessary reports on the supply chain performance, required by UNICEF and donors.
- Strives for strengthening regional and national capacities in effective vaccine management by benefiting from innovating technologies.
- To optimizes the entire vaccine supply chain from national to provincial levels, as well as exploring efficient coordination options with other health program supply chains.
- Managing inventory policies and supply contingency plans for the regional vaccine stocks and provide guidance to national immunization officers for management of their supply chains and inventories.
- Designing an immunization supply chain training customized to Pacific Island Countries

IV. Procurement for Emergency and resource mobilization and reporting

- In close collaboration with Deputy Representative Operations and team, participates in Multi- Country Programme strategy planning and review meetings to advice on supply requirements. Works closely with the Supply Section staff, in preparation of and for implementation of the section's workplan and builds internal competency of the Pacific Office. Provides technical advice on procurement specifications and supply administration. When required, develops plans for emergency supply assistance, in accordance with UNICEF Emergency Policies and Guidelines.
- Overseeing the procurement of all health and nutrition commodities. Providing technical guidance to health team on products, procurement timelines, supply plans, and logistics.
- Contributing to donor reports and resource mobilization activities whenever requested by the supervisor.
- Being a member of Pacific Emergency Response Team (PERT) and providing procurement, stock management and supply monitoring guidance to all health-related commodities during an emergency.
- Procurement and supply chain coordination in case of an emergency in the Pacific.

IV. Impact of Results

The efficiency and efficacy of support provided by the Procurement Services Specialist to CSD programme preparation, planning and implementation, contributes to the achievement of

sustainable results to universal access to quality, equitable and inclusive Health. Success in Health programmes and projects in turn contribute to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for mothers and children that promotes greater social equality in the country.

(a) Decisions regularly made and the impact of those decisions.

Makes decisions relating to policy application in the relevant area at the country level.

Makes decisions on urgent issues relating to supply specification in the area of maternal health, nutrition and immunization mainly, timing and budgeting.

(b) Recommendations regularly made and why they are important.

Makes recommendations technical in nature and related to specifications and management issues in the area of maternal health, nutrition and immunization mainly, as well as to the supply and purchasing process.

(c) Damaging error(s) that could be made in the performance of the job, and their consequences.

Errors made in specifying supply inputs and errors in purchasing directly affect the country programme implementation with all its accompanying problems (damage to programme objectives, delivery delays, over expenditure), and would affect the credibility of the organization in the view of the assisted Government.

V. Competencies and level of proficiency required

Core Values

Care
Respect
Integrity
Trust
Accountability

Core competencies

Communication [II]
Drive for Result [II]
Working with People [II]

Functional Competencies:

Applying Technical Expertise [II]
Adapting and Responding to Change [II]
Deciding and Initiating Actions [II]
Following Instructions and Procedures [II]
Leading and Supervising [II]
Planning and Organizing [II]

Technical Competencies

a) Specific Technical Knowledge Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Knowledge of EPI, forecasting, vaccine introduction, cold chain
- Knowledge of vaccine security, fiscal space, healthcare financing
- Knowledge of procurement, logistics, supply chain management preferably in a developing country context and around Public Health procurement

b) Common Technical Knowledge Required (for the job group)

- Knowledge of invoicing, payment processing, inventory management
- Knowledge of establishing strategic, long term and sustainable procurement arrangements
- Knowledge of general principles and processes involved in risk management in procurement, including risk analysis and evaluation techniques

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UNICEF Supply Function goals, visions, positions, policies and strategies. (E.g., SUPDIRs, PROs, Executive Directives)
- Rules and regulations of supply and programme manuals and instructions. (E.g., Supply Field Manual, Programme, Policy and Procedures Manual)
- Financial circulars and rules, regulations and manual
- Administrative and Human Resources Rules and Manuals
- Information and Communication Technology administration
- UNICEF emergency programme and operations policies, strategies, procedures and approaches
- Rights-based and Results-based management and programming approach in UNICEF
- UNICEF Strategic Plan (MTSP); Multi-Country Programme Document (MCPD)
- International Code of Conduct
- UN and UNICEF policies and approaches on supply issues involved in harmonization of operations in the common system.
- UN and UNICEF security operations and guidelines.
- Government regulations and laws in the locality (e.g., customs clearance, VAT and other taxation systems).

VI. Recruitment Qualifications

Education:

Advanced university degree in Business Administration, Operations, Supply Chain, Logistics, Procurement, Public Health/allied health, Engineering or a related field.

Experience:	<p>Five years of professional work experience in supply/logistics management at the national and international levels, two years of which should be in Immunization/Public Health programming. Strong demonstrated experience in coordination of complex projects.</p> <p>Experience working in a developing country is considered as an asset.</p> <p>Relevant experience in a UN system agency or organization is considered as an asset.</p>
Language Requirements:	<p>Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>