UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Procurement Services Manager Supervisor Title/ Level: Chief, Supply Financing / P-5/ #21900 Organizational Unit: Supply Financing Centre Post Location: Copenhagen, Denmark	Job Level: P-4 Job Profile No.: 21902 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:

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.

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

Business Development

- Develop and maintain a strategic framework for the identification of procurement services projects.
- Analyse and prioritise Procurement Services activities.
- Share and engage in the opportunities with UNICEF Regional Offices and Country Offices (RO/CO) through joint training and orientation workshops, visits and correspondence.
- Initiate new Procurement Services projects jointly with UNICEF HQ and RO/CO and customers, through innovative partnerships at the conceptual stage.
- Develop a system for progress and results monitoring. Propose corrective action when needed.

Advocacy

- Develop the communication and advocacy strategies and plans.
- Co-ordinate and implement the communication plans. This includes all components in the communication mix, such as brochures, infosheets, PowerPoint, Internet, presentation kits, letters (especially promotional) and the customer database.

Internet

- Ensure the development and maintenance of Procurement Services site usability and functionality.
- Ensure the development of web application of cost estimates.
- Implement e-procurement in accordance with UNICEF strategy.
- Take advantage of the internet for strategic communication.

IV. Impact of Results

Under the general guidance of the Chief, Supply Financing, responsible to ensure a proactive and systematic approach of identifying and executing business transactions in close collaboration with the Country Offices in the procurement of goods and services on behalf of the partners.

V. Competencies and level of proficiency required

Core Values attributes • Care • Respect • Integrity • Trust • Accountability • Sustainability **Core competencies skills** • Nurtures, Leads and Manages People (1) • Demonstrates Self Awareness and Ethical Awareness (2) • Works Collaboratively with others (2) • Builds and Maintains Partnerships (2) • Innovates and Embraces Change (2) • Thinks and Acts Strategically (2) • Drives to achieve impactful results (2) • Manages ambiguity and complexity (2)	**Functional competencies / technical skills (if applicable/ optional)** • Good knowledge of current trends of social issues related to UNICEF work. • Demonstrated ability to plan, develop, and implement business activities. • Demonstrated ability to innovate and communicate ideas effectively. • Demonstrated ability of networking skills to work in a multi-cultural environment and establish/maintain harmonious and effective working relationships within and outside the organisation. • Analytical, negotiation, and advocacy skills. • Excellent communication and presentation skills. • Excellent computer skills including internet navigation and publishing applications.

VI. Recruitment Qualifications

Education:	Advanced university degree (Master's degree) in Business Administration, Management or related field.
Experience:	8 years of progressively responsible professional work experience in marketing or leading customer-service teams or related field with 2-3 years, demonstrated experience in managing large, multi-stakeholder projects.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.