



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Sr. Procurement Services Specialist
- Operations & BU/PC Facilitation
Supervisor Title/ Level: Procurement Services
Manager P4, Transaction Management
Post # : 21902
Organizational Unit: Procurement Services
Post Location: Copenhagen, Denmark

Job Level: P4
Job Profile No.: SD OMP 2022-24 New
ESD011
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

UNICEF Supply Division (SD) leads the global supply function in UNICEF, delivering supplies and services for children. Of these supplies a large portion comes through the channel of Procurement Services (PS), where UNICEF procures and delivers on behalf of partners.

Procurement Services Centre (PSC) is responsible for general policy oversight on Procurement Services, Procurement Services activities and providing partnership, co-ordination and monitoring support to Supply Division Centers and Country Offices working on Procurement Services activities.

The Transactions Management Unit (TMU) within PSC is responsible for managing and having oversight of all operational aspects of Procurement Services for Partners: including governments, NGOs, International Funding Institutions such as WB, and IsDB, development partners such as JICA and other UN agencies; TMU manages screening and logging of all incoming requests and assigning to respective Business Units, including to TMU for warehouse orders, for issuance of Cost Estimates (CE), ensures consistent review and signatory of these, managing Partner expectations, overseeing and monitoring all PS transactions of the Division, identifies and establishes Key Accounts and Special Projects,

Project monitoring including KPI monitoring. Operational support to Procurement Services Focal Points, acting Help Desk, follow up on complaint handling and overall operational improvements.

TMU is also acting as a normative Help Desk for the PS Function of the Division. With increased complexity of the transactions, the dedicated sub-unit for this normative role providing guidance, training, acting Help Desk, operational and system improvement projects (eg. CRM, Concept notes, DPs etc.), is essential.

Continued increase of transactions, increase in complex projects need more coordination, new crucial / demanding partnerships and initiatives with special transactional requirements and ways of working. The complexity including ICL and PSM elements for Special Projects calls for an increased focus and BU engagement on operations and especially important/critical projects, Key Accounts as well as “Complex” project management and coordination.

This position is based in Copenhagen in a sub-unit focusing on the design and execution of complex / special operations and projects and new initiatives (recent examples include the Supplies Financing Fund (SFF), Nutrition Match Fund,) and reports to the Procurement Services Manager (Transaction Management Unit), Post 21902

Purpose for the job

The Sr. PS Specialist, with the support from the PS Manager and the PS Specialist through a matrix management set-up, will lead the sub-unit and will work in collaboration especially with Policy and Partnership unit (PnP) but also across PSC as well as with other centers to provide strategic leadership and support at the different phases of special projects and new initiatives (preparing of CE cover letters for complex and sensitive projects and transactions, managing and having oversight of all operational aspects falling under Procurement Services, ensuring correctness of transaction documents, consistent quality review and signatory in line with set table of authority), streamlining and monitoring of transactions (including oversight on KPIs) and partnership management from an operational aspect (e.g. African Union) with particular focus on both supporting PnP as well as on facilitating BU engagement throughout the process.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Provides guidance, oversight and ensures execution of PS Key Accounts and complex / large requests (PS projects) as well as new supply financing initiatives, across the Division and monitors management of PS requests of PS Focal Points of the unit and in BUs for the related projects, Key Accounts and initiatives.
2. Leads in the conceptualization and design of initiative and projects also in collaboration with PnP, including from an operational perspective, and ensures aligned roles and responsibilities of assigned projects and initiatives across the different stakeholders and oversees and ensures successful project management is undertaken. Facilitates BU / PC engagement early on from planning to full execution including with other relevant stakeholders.
3. Identifies and mitigates PS operational risks by addressing the bottlenecks and gaps and improving the PS operational processes, in close collaboration with the P3, Normative unit and Unit Lead as well as with other units in PSC, other centres in SD, Country and Regional Offices.

<ol style="list-style-type: none"> 4. Ensures and provides support and guidance to UNICEF Country and Regional Offices (CO/RO) on PS planning, processes and transactions through regular communications/workshops and visits as required. 5. Ensures and contributes to the establishment and appropriate use of templates including Cover Letters (e.g. For special projects and new initiatives). 6. Supports PS Manager in Partnership management representing and contributing on PS from an operational perspective. 7. Support in reviews and signatory of Cover Letters and other documents prepared by Business Units to ensure compliance with standards and avoidance of errors and in accordance with set table of authority. 8. Other tasks as may be requested.
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IV. Impact of Results
<ul style="list-style-type: none"> • Solid project management and monitoring of Procurement Services projects and new initiatives, the result of which will support achievement of UNICEF's programmatic goals globally. • Early BU engagement in PS activities including with COs and ROs, as relevant, ensuring clear roles and responsibilities are fully aligned and strongly contributing to successful implementation of PS activities.

V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles.	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<p><u>Core competencies skills</u></p> <ul style="list-style-type: none"> • Nurtures, Leads and Manages People (2) • 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)

VI. Recruitment Qualifications

Education:	<p>Advanced University Degree in business administration, finance, project management or law.</p> <p>A first level university degree (Bachelor's) in a relevant technical field (as identified in JD), in conjunction with 10 years of relevant work experience may be taken in lieu of a Masters degree</p>
Experience:	<ul style="list-style-type: none"> • Minimum of eight years of progressively responsible work experience in business administration, procurement or related field. • Proven expertise in project management related to the international public and commercial sector. • Knowledge of Public Procurement principles. • Experience / knowledge of IFI and international donor mandates, structures and procedures in the development area, particularly knowledge of procurement procedures for supplies and services (invitations to tender, bid preparation, evaluation). • Experience in management of complex (multi-year, multi-country, multi-party) projects, resource mobilization experience, supply and transport management experience, and field postings are an asset. • Knowledge and experience of Procurement Services processes and guidelines. • UN experience desirable. • Previous supervisory experience is desirable.
Language Requirements:	<p>Fluency in English is required. Proficiency in French is considered as an asset.</p>