



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Supply & Logistics Associate**
Supervisor: **Supply and Logistics Specialist, NO3**
Organizational Unit: **Operations**
Post Location: **China Country Office**

Job Level: **G-6**
Job Profile No.: **00136586**
CCOG Code: **2A09**
Functional Code: **SUP**
Job Classification Level: **G-6**
Contract Duration: **364 days**

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 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 & Purpose of the job

The Supply and Logistics Associate performs highly skilled work on UNICEF supply chains and manages the more complex cases and client requests, which frequently require the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases while also facilitating various SD engagement in the China market, one of the biggest suppliers of UNICEF-purchased goods. Having an insider's understanding of the Chinese market, direct contact and communication with Chinese authorities, vendors, market influencers, logistics providers, and other UN Agencies should provide more efficient access to desired products and expedite procurement processes. This is the senior GS level for specialized supply chain work and requires advanced specialized knowledge acquired through formal training and experience.

The function is characterized as highly independent and provides opportunities for Associates to lead and carry out responsibility for end-to-end supply chain management from the beginning to the end of the process and provide input into the design and development of improved supply chain services and delivery mechanisms.

The incumbent collaborates with internal clients at the China Country Office and the Supply Division to define supply interventions that meet programme management needs and implement the Supply Value Proposition, which involves critical activities such as research, analysis, communication, coordination, supply chain management, strategic planning, partnership building, and event management activities.

Other key functions of this role include market intelligence management, driving innovation, networking and knowledge sharing, and ensuring effective supply chain service delivery and emergency response.

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

Supply Chain Service Delivery and Emergency Response

Planning:

- In consultation with the supervisor, provide input to the Country Programme Action Planning and advise on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the forecasting, planning, implementation, monitoring, and evaluation of the supply chain operations, including the establishment of performance indicators, and assessment of the fit for purpose of products and services.
- Support supply emergency preparedness and response activities, including establishment of Long-Term Arrangements (LTAs), Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock.

Procurement/contracting:

- Provide input and advice on the annual supply plan. Conduct data review and analysis for category management and development of procurement strategies. Conduct market research in relevant areas for UNICEF and advise on best approaches to obtaining the best value for money and sustainable procurement. Support product innovation and market shaping initiatives for specific categories of supplies and services.
- Liaise with clients in planning procurement and contracting initiatives, supporting development of appropriate specifications, terms of reference, and logistics arrangements and timelines. Consider opportunities to strengthen the sustainability of supply chains.
- Ensure establishment of Long-Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs), and Requests for Proposals (RFPs), as might be requested by the Supervisor. Organize bid openings and conduct technical and financial analysis of offers as might be required. Conduct clarifications and negotiations with suppliers. Maintain the highest level of integrity, ethical standards, and accountability in the procurement of goods, contracting services, and construction work.
- Prepare requests for award, including submissions to the Contract Review Committee. Prepare purchase orders and contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Keep stakeholders/partners informed on the progress. Liaise with suppliers, ensuring timely follow-up on delivery schedules. Implement appropriate vendor management practices, e.g., supply performance reviews.
- Ensure appropriate filing of procurement cases and maintain up-to-date records for future reference, including for audit.

Networking and knowledge sharing

- Help establish and maintain contacts with relevant government authorities and vendors to facilitate smooth processes in various areas of supply, logistics, product production, and warehousing.
- Assist in organizing and delivering training sessions for vendors about UNICEF/UN procurement frameworks.
- Support the delivery of information sessions to the Supply Division and China Country Office on the China market and tendering processes.

Alternative delivery mechanisms and procurement services:

- Support assessment of and collaboration with implementing partners, including civil society, for the establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under the Harmonized Approach to Cash Transfers (HACT).
- Participate in events/meetings that build partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.

Support to implement the Supply Value Proposition

- Gather and compile data (for example, the issues and bottlenecks) to support supply chain strengthening and change management initiatives.
- Assist in organizing meetings and coordinating with program colleagues on capacity development initiatives.
- Help analyze data to support advisory services on procurement services and local market development.
- Assist senior staff in pilot projects and the rollout of new products and services.
- Help in promoting innovative approaches and good practices in supply chain management.
- Assist in identifying and evaluating potential vendors for product development.
- Monitor government procurement and market/supply regulations and report findings to senior staff.
- Conduct basic market analysis to track trends in supply, demand, and product availability.
- Assist in drafting product specifications and supporting competitive tendering processes.

Other duties/responsibilities:

- In cases where the incumbent has managerial responsibility of lower-level GS staff, the incumbent will ensure timely and effective performance management of staff, providing practical advice and guidance to ensure individual and team objectives are met.
- In collaboration with the supervisor, Supply Division, Regional Office, and the global supply community, provide input to help ensure knowledge exchange and learning are prioritized to continuously build the capacity of individuals and the team. Develop and facilitate training of newcomers, establish processes or manuals to support effective workflows.

IV. Impact of Results

The Supply & Logistic Associates' impact is founded on the provision of input into the design and development of improved services, systems, and delivery processes. The impact directly affects the quality and timeliness of the delivery of a range of different specialized services for which the unit is accountable. Working with a high degree of operational independence, Associates are accountable for the achievement of overall service delivery results to clients.

Their client interface focuses on the handling of specialized and complex supply chain processes and the delivery of services to clients. They liaise with concerned clients and with suppliers to solve issues on purchase orders, contracts, delivery, and payments. These relationships are important to ensure that service standards and deadlines are met and that proposals and actions adhere to policies and rules. The Associates' work relationships require skills to promote understanding and acceptance of regulations, rules, and procedures, and/or otherwise improve client services.

External contacts involve liaising with similar organizations for collaboration, research, and data/information gathering to compile and assess best practices. Furthermore, extensive external contact with suppliers is required, including negotiating or clarifying unique, complex issues or processes. Collaboration with partners and Governments is also applicable.

Together with other colleagues in the Supply team at the UNICEF China office, this position will facilitate the implementation of the Supply Value Proposition in collaboration with the Supply Division.

The objectives of the Supply Value Proposition include utilizing China's supplier network for essential supplies and leveraging Chinese expertise to strengthen global humanitarian responses and other initiatives, such as local production and manufacturing in Africa.

This, in turn, contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF's image as a competent organization for delivering cost-effective and sustainable program results for children.

UNICEF can drive progress and create opportunities that optimize supply chain processes, empowering supply chain partners to better fulfill UNICEF's vital mission—not only in humanitarian work but also in advancing sustainable procurement globally.

V. UNICEF Values and Competencies Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

ii) Core Competencies (For Staff without Supervisory Responsibilities)

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Skills

- Thorough knowledge of a range of specialized topics, including the relevant supply chain policies, partnership mechanisms, rules, and regulations.
- A high level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to the particular circumstances of complex individual cases.
- Experience using MS Word, Excel, PowerPoint, and other UNICEF office tools.
- Demonstrated understanding of the relevant supply chain processes and ability to consistently apply relevant policies, procedures, and good practices in the daily work. Good judgment to handle complex cases, including considerations for exceptions.
- Ability to develop and maintain effective working relationships with clients, suppliers, and colleagues and gain the assistance and cooperation of others in a team endeavor.
- Ability to use supply-related modules within the UNICEF ERP system.
- Ability to establish priorities and plan his/her work and plan, coordinate, and monitor the work of those under his/her supervision.
- Ability to draft clear and concise reports or rationale for supply-related decisions on key issues.

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.
Experience:	A minimum of 6 years of relevant administrative experience in supply chain management or a commercial context is required. An understanding of development and humanitarian work is an advantage.
Language Requirements:	Fluency in English and Chinese is required. Knowledge of another official UN language (Arabic, French, Russian or Spanish) is an asset.