



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

I. Post Information

Job Title: **Supply and Logistics Officer, NO1**
Supervisor Title/ Level: **Supply and Logistics Specialist, NO3**
Organizational Unit: **Operations**
Post Location: **China Country Office**

Job Level: **Level 1**
Job Profile No.: **134939**
CCOG Code: **1A09**
Functional Code: **SUP**
Job Classification Level: **Level 1**

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:

The Supply and Logistics Officer reports to the Supply and Logistics Specialist as per the Country Office set-up for supervision and guidance. The Supply and Logistics officer provides technical and operational support as per the Country Office (CO) set-up and is responsible for managing the supply chains of a small-sized country office, or elements of the supply chains of a larger supply operation, while also facilitating various SD engagement in 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. The supply chain operations include planning, procurement, contracting, customs clearance, warehousing, in-country transport and distribution, as well as monitoring of supplies, services, and construction works. The incumbent supports management collaboration with programmes in defining supply interventions to meet programmatic needs and achieve results for children, and provides technical and advisory support to governments, national systems, and partners on supply chain management.

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.

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

Summary of key functions/accountabilities:

1. **Supply Chain service delivery and emergency response**
2. **Collaboration with programme and implementing partners**
3. **Technical, advisory support to government/national systems**
4. **Innovation, products, and markets**
5. **China market intelligence**
6. **Networking and knowledge sharing**
7. **Supply Value Proposition**

1. **Supply chain service delivery and emergency response**

- In consultation with the supervisor, provide input to the Country Programme Action Planning and advice on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the 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.
- Monitor and review supply spend, and draft procurement strategies based on category management in order to focus on strategic, essential supplies and services that contribute to results for children and support the establishment of long-term agreements (LTAs) where relevant. Maintain the highest level of integrity, ethical standards, and accountability in the procurement of goods, contracting of services, and construction work.
- Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Maintain appropriate warehousing, inventory management, and in-country transport in support of the country programme implementation. Keep stakeholders/partners informed on the progress. Implement appropriate vendor management practices, e.g., supply performance reviews.
- Analyze supply dashboards, implementation rates of key performance indicators, supply information/data from various systems, and conduct root cause analysis of supply chain bottlenecks and challenges, to drive improvements and ensure efficient and effective supply chains for children.
- Participate in the development of an emergency supply & logistics strategy based on risk assessment analysis and Programme assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is established in line with Core Commitments for Children in Humanitarian Action (CCC) and implemented (establishment of relevant LTAs and frame agreements for emergency response, repositioning of stock, and training of staff in the country office).

2. **Collaboration with programme and implementing partners**

- In collaboration with supervisor, develop close collaboration with programme sections through involvement in programme design, planning, and preparation for implementation of supply components as well as monitoring and evaluation. Establish an accountability framework with programmes, for the delivery of results for children.
- Prepare supply documentation to facilitate input to donor dialogue, and support

<p>development of supply components of proposals to donors, including budgeting and use of innovative financing mechanisms for supplies, services, and construction works.</p> <ul style="list-style-type: none"> • Support assessment of and collaboration with implementing partners, including civil society, 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 the Government, UN organizations, and bilateral counterparts in supply and logistics activities, including harmonized and collaborative procurement.
<p>3. Technical and advisory support to government/national systems</p> <ul style="list-style-type: none"> • Provide input to promoting of supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children. • Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with supervisor and programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context. • Prepare relevant supply reports to facilitate advisory support to Governments/national systems in defining and determining supply solutions for children, such as the use of procurement services, supply financing solutions, local market development, and private sector engagement.
<p>4. Innovation, products, and markets</p> <ul style="list-style-type: none"> • Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with the supervisor and Supply Division. • Support initiatives to promote critical thinking, innovative approaches, and good practices on supply chain management within the organization as well as with externals to ensure effective and efficient supply chains for children. • Further to the analysis of supply spend and related procurement strategies, support initiatives to ensure local market development where relevant.
<p>5. China market intelligence</p> <ul style="list-style-type: none"> • Conduct market analysis to track trends in supply, demand, and product availability. • Assist in reviewing product specifications and supporting competitive tendering processes. • Monitor government procurement and market/supply regulations and identify potential areas of collaboration.
<p>6. Networking and knowledge sharing</p> <ul style="list-style-type: none"> • Establish and maintain contacts with relevant government authorities and vendors to facilitate smooth processes in various areas of supply, logistics, product production, and warehousing. • Organize and deliver training sessions for vendors about UNICEF/UN procurement frameworks. • Provide information sessions to the Supply Division and China Country Office on the China market and tendering processes.
<p>7. Supply Value Proposition</p> <ul style="list-style-type: none"> • Support supply chain strengthening and change management initiatives.

- Lead capacity development initiatives in consultation with program colleagues.
- Analyze data to support advisory services on procurement services and local market development.
- Provide support on contract management and logistics tasks such as pre-delivery inspection, warehousing, customs/export clearance, and transport arrangements as required.

IV. Impact of Results

The ability of the Supply and Logistics Officer to successfully plan, manage, and oversee the effective and efficient supply chain management of goods, services, and construction works for UNICEF programmes and the Government directly impacts program goals and results for children. 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.

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

- Good analytical skills and negotiating skills.
- Ability to clearly and concisely express ideas and concepts in written and oral form.
- Ability to manage and monitor the effective use of financial and material resources.
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organization.
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Basic knowledge of the latest developments and technology in supply chain

- management.
- Basic understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Basic knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of supply chain issues, ethics, and risk management of supply chain operations.

VII. Recruitment Qualifications	
Education:	A university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, Engineering, International Development, Health, or a related social science field.
Experience:	<p>A minimum of one year of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration, and/or other directly related technical fields is required.</p> <p>Understanding of development and humanitarian work.</p> <p>Emergency experience is an advantage.</p> <p>Health supply chain management experience is an advantage.</p>
Language Requirements:	Fluency in English and Chinese is required.