



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Procurement Specialist
(Sustainability)

Supervisor Title/ Level: Technical
Specialist/P4- 102933

Organizational Unit: Vaccine Centre

Post Location: Supply Division,
Copenhagen, Denmark

Job Level: P3

Job Profile No.: 134487

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 at all times, focusing on equity and emphasizing the needs of the most disadvantaged and excluded children and families. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favouritism. Supply Division's work continues to be a direct input to development programmes, including delivery of supplies required by programmes working towards the UNICEF SP result areas, and revolves around innovation, influencing markets, supply chain optimisation and capacity development.

Procurement centres are responsible for the supply operation, including strategic market intelligence, forecasting, procurement, delivery, innovation and analysis of product groups and procurement strategies. The contracting function leads in expertise on the supply landscape, markets, value for money and interaction with global partners to increase access and sustainable supply which can be accessed by government buyers.

The incumbent provides technical support and knowledge management related to sustainable procurement (SP), including market assessments related to Environmental Social and Economic sustainability (ESE), internal coordination with sustainability counterparts across business units, as well as account management of suppliers.

Job organizational context

This position is located in the Vaccine Centre at Supply Division reporting to the Technical Specialist, Vaccine Centre.

Purpose for the job

UNICEF Supply Division, Vaccine Unit, procures vaccines and ancillary equipment to low- and middle-income countries globally. To support further development and implementation of sustainability actions in line with the UNICEF Supply Division Strategic Plan and Theory of Change, Vaccine Centre (VC) has developed a vaccine specific strategy and execution plan that will be implemented. This work will be carried out in close collaboration with the Vaccine Centre sustainability leads and Supply Division sustainability focal points.

Primary focus of this job profile will be on supporting the center's main sustainability strategy, in particular environmental and social sustainability impact via vaccine purchase. Under the guidance of the Vaccine Technology Specialist, the incumbent is expected to support the execution of the sustainable procurement strategy, including UNICEF SD broad stakeholder management to obtain buy-in and alignment on the implementation of the strategy and tactical plan, as well as indicators and methods for evaluating sustainability as part of vaccine purchase while ensuring an uninterrupted, sustainable vaccine supply of affordable, quality product. The individual will serve as project manager and coordinator of the Vaccine Centre ESE agenda with internal and external stakeholders.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Support strategy and strategic oversight

- Support updates of the sustainable procurement of vaccines strategy, including short and long-term objectives and activities that align with SD Procurement Goals and SDGs.
- Provide oversight reports on implementation of the Vaccine Centre (VC) sustainability strategy against implementation plan.
- Coordinate with Monitoring Strategic Data and Evidence Centre (MSDEC) and implementing Centres (procurement and operational) to help define how Vaccine Centre sustainability activities can be measured and monitored.
- Support the implementation and further development of a monitoring and evaluation framework. Where feasible, integrate sustainability information into existing Vaccine Centre data systems and/or link to the SD Sustainability knowledge portal.
- Provide secretary function support for UNICEF's decarbonization of vaccines technical advisory group.

2. Support implementation of sustainable procurement in vaccine tenders and via supplier account management

- Act as UNICEF Vaccine Centre's project manager on Sustainable Procurement of Vaccines.
- Support the determination of specific sustainability requests that should be included in tenders for manufacturer input. E.g. integration of sustainable procurement objectives (e.g. Target Outcomes, metrics) in tender templates and subsequent prepare sustainable procurement objectives tailored to the specific vaccine market for upcoming tenders.
- Build internal knowledge and capabilities on sustainability (trainings and/or documentation to be provided).
- Operationalize efficient and effective annual supplier sustainability reporting from vaccine suppliers, incl. an updated Annual Supplier ESE sustainability report template for use in '27.
- Perform market assessments and/or collect and/or process market intel for determination of suppliers ESE maturity.
- Help outlining the strengths, weaknesses, opportunities and threats associated with tender decisions that may be based on sustainability metrics.
- Work with VC colleagues to propose SD actions that will drive sustainability improvements while maintaining overall market health.

3. Manage projects and drive assessments for climate resilience and climate change mitigation

- Develop draft results framework on vaccine supply chain resilience for climate-sensitive diseases and climate change impact.
- Support supervision and execution of pilot project on i) GHG accounting and SBTi target setting by vaccine suppliers, ii) LCA/PCF assessment of model vaccines.
- Contribute to publications, guidance document, manuals for dissemination of methodologies and lessons learned from pilot projects.
- Support UNICEF Scope 3 reporting and SBTi target setting project(s).

4. Support (strategic) engagement with internal and external partners

- Coordinate and prepare for industry consultations on ESE topics – e.g. lessons learned from pharma industry and/or sustainability leaders in the manufacturing industry.
- Socialization of SPVS/roadmap to internal and external stakeholders; advocate to promote and advance UNICEF’s approach.
- Support cross-Centre collaboration. Ensure alignment and cross learning for the SD broad sustainability roadmap. Liaise with Supply Division sustainability focal points that touch on vaccines, e.g. supply chain, devices, transport to create synergy on sustainability initiatives and linkages to the Vaccine Centre.
- Support the drafting and execution of specific Sustainability projects required to meet the strategic objectives.
- Support preparation for and convening of strategic meetings with external partners.
- Help prepare presentations, proposals and/or recommendations to key stakeholders, as needed.

5. Other

- Any other duties or (cross centre) assignments as requested by the supervisor.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)*

This job profile contributes to UNICEF SD maintaining commitments to and relationships with strategic partners and contribute to the designated center innovation and process improvement activities. This job profile is accomplished such via targeted procurement strategies, including quality and end to end supply chain performance objectives and monitoring. Efficient and effective coordination to support center processes and analysis.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

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

Core competencies skills

- Drive to achieve results for impact
- Works collaboratively with others
- Innovates and embraces change
- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Thinks and acts strategically
- Manages ambiguity and complexity

Other skills

- Strong analytical skills

VI. Recruitment Qualifications	
Education:	Advanced University degree in business administration, commerce or law or technical field required. Training on Environmental sustainability is required. Training on Social and Economic sustainability is ideal.
Experience:	<p>Minimum five years of progressively responsible professional experience including at least three at the international level.</p> <p>Expertise in project management, strategy development, market research and stakeholder management is required.</p> <p>Knowledge of worldwide (public) vaccine procurement incl. sustainable procurement principles and vaccine industry/market is required.</p> <p>Knowledge of the environment in which UNICEF and the UN system operate is required.</p> <p>Experience addressing environmental, social and economic sustainability (ESE) connected to the UN (environmental) sustainable development goals and/or greening of industry vision is required.</p>
Language Requirements:	Fluency in English and proficiency in other UN language would be beneficial.
Signatures	
Supervisor:	Jean-Pierre Amorij
Centre Chief:	Andrew Owain Jones