UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title:***Supply Assistant*** Job level: ***GS5*** Supervisor Title/ Level: ***Supply Officer, NOA, Post#8165*** Organizational Unit: ***Operations*** Post Location: ***Conakry, Guinea***	Job Level: Job Profile No.: 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

Within the context of a medium-size office, the Supply Assistant reports to the Supply Officer, NOA, in the Conakry Office, Guinea, who is an GS5.

Purpose for the job:

Under the Supervision of the Supply Officer, NOA, Post#8165, the Supply Assistant will ensure accurate and timely processing of procurement requisitions (Sales Orders), supports procurement and contracting processes including drafting of tender documents, purchase orders/contracts and follows through to closure of the order, with the overall goal of meeting the needs and requirements for UNICEF programmes.

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 to procurement processes

- Reviews incoming demand / sales orders to ensure completeness and appropriateness of specifications/Terms of Reference. Drafts tender documents (Requests for Quotations, Invitations to Bid, Requests for Proposals), and supports the implementation of the tender process.

- Provide input to the formulation of the annual Supply Plan. Conduct data review and analysis for category management and assist in the development of procurement strategies. Support market research in relevant areas for UNICEF and assist in gathering evidence on the best approaches to sustainable and best value for money procurement.

- Where relevant, support product innovation and market shaping initiatives for specific categories of supplies and services providing relevant data.

- Liaise with colleagues from respective programme sections in planning procurement and contracting initiatives, supporting development of relevant specifications, terms of reference, and logistics arrangements and timelines. From lessons learnt, contribute with good practices to strengthen sustainability of supply chains.

- Keep stakeholders/partners informed on the progress of procurement processes. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g. supply performance reviews.

- Conduct local market surveys on ongoing and regular basis for identification of potential suppliers to procure the goods and services at competitive costs.

2. Supports sourcing of relevant suppliers of goods and services.

- Responsible for the daily follow up with the local suppliers on deliveries as per purchase orders terms and conduct pre-delivery inspection. Recommend and evaluates local suppliers' sources overall performance in terms of product quality and timely delivery.

- Supports evaluations of offers through e.g. preparation of tabulation sheets, and assists in analysis of offers.

- Drafts submissions to Contract Review Committee.

3. Contracts management

- Drafts contracts and/or purchase orders.
- Prepares Direct Orders (Purchase Orders) against existing Long Term Arrangements (LTA) ensuring that the LTA has valid quantities and lead-time meets requirements.
- Works closely with suppliers to ensure quality assurance and timeliness of deliverables.
- Ensures appropriate documentation of processes and data is kept on file.

Data reporting and filing maintenance

- Maintains all data to ensure correctness and availability of information for source and availability plan, logistics plan, delivery plan and actual delivery schedule.
- Ensures continuous availability of data related to procurement including forecasting, requisitions received, orders placed, incoming goods, actual delivery schedules. Prepares periodic reports, and ad-hoc reports as needed.
- Any other duties 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)*

The key results have an impact on the execution of the CO procurement services management in terms of quality and accuracy of work completed. Accurate data entry, presentation of information and client-oriented approach enhances UNDP capability in provision of procurement services.

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

Core Values	**Core Competencies**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	▪ 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. Recruitment Qualifications

Education:	Completion of secondary education supplemented with technical training in Logistics. A qualification in ICT is also required.

Experience:	Five years of office experience from a similar function or from administrative jobs encompassing logistics, shipping and warehousing.
Language Requirements:	Fluency in French and good working knowledge in English.