



**UNITED NATIONS CHILDREN'S FUND
JOB PROFILE for**

I. Post Information

Job Title: **Procurement Service Officer**
Supervisor Title/ Level: **Supply and Logistics Specialist,**
Organizational Unit: **Child Health and Nutrition – CHN** (matrix managed Supply & Logistics)
Post Location: **Country Office**

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

II. Organizational Context and Purpose for the job

STRATEGIC OFFICE CONTEXT

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.

The overall goal of the UNICEF Mozambique Country Programme of Cooperation (2022-2026) is to contribute to the Government of Mozambique's efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The Child Health and Nutrition programme derives from the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022-2026 and aligns with the Government's National Development Strategy 2015–2035 and relevant sector policies and programmes. It focuses on strategies and approaches contributing towards that every child, including adolescents, survives and thrives, with access to adequate diets, services,

practices and supplies and seeks to galvanize efforts towards addressing key recommendations provided as part of the Convention on the Rights of the Child related to health and nutrition and achieving the two Sustainable Development Goals (SDGs): SDG 2 - End hunger, achieve food security and improved nutrition and promote sustainable agriculture and SDG 3 – Ensure healthy lives and promote well-being for all at all ages.

Under the supervision of the Supply & Logistics Specialist and matrix managed by the Supply & Logistics Manager, the Procurement Services Officer will work closely with colleagues in the Child, Health, and Nutrition (CHN) Section, Supply & Logistics, Supply Division (SD), and the respective Departments of Government of Mozambique, to manage all aspects of Procurement Services. The focus of the position is to review all Procurement Services (PS) requests to analyze and identify items requiring local procurement. The position will lead end-to-end contracting transactions of procurement services using local procurement following UNICEF procurement procedures and guidance. The position will keep close collaboration with relevant stakeholders to ensure timely and smooth delivery of locally procured goods and services through Procurement Services.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Ensure that Procurement Services (PS) partners complete registration formalities and submit complete and accurate information for supply requests, including specifications, distribution plans, and delivery schedules. Review PS requests from government and NGO partners for alignment with UNICEF policies and forward them to Supply Division (SD) for cost estimation.
2. Coordinate and collaborate with relevant programme colleagues in contributing to all Procurement Service-related endeavors, including annual PS forecast and follow-up with stakeholders to ensure timely action. Maintain close collaboration with Supply Division, Regional Office, and the global supply community to ensure knowledge sharing and learning within the team.
3. Coordinate with Supply Division to clarify any issues with cost estimates and ensure the timely and complete processing of requests. Review and forward cost estimates to relevant partners, ensuring necessary amendments are made, and follow up on open cost estimates to confirm acceptance or rejection.
4. Undertake end-to-end procurement transactions for all local procurement through Procurement Services – review of CE and analyzing by material group to establish a consolidated list for each CE requiring local procurement. With close collaboration with the Supply & Logistics section, initiate local procurements. – Review of specification, initiate solicitation, undertake adjudication, award recommendation, and draft submission for contract review committee as per UNICEF established threshold. Issuance of Purchase Orders (POs) and stock transfers. Work with Supply Division and UNICEF forwarders to ensure timely delivery and shipment of PS orders. Maintain accurate records of all PS transactions, tracking the different stages

from cost estimates to delivery. Provide periodic local procurement reporting to supervisor.

5. Oversee customs clearance, storage, and in-country distribution of PS commodities, providing end-users with necessary support for technical equipment. Collaborate closely with government entities to facilitate the clearance process and follow up on shipment documents and final account statements from Supply Division.

Responsibilities: -

- Ensures that PS partners complete the necessary registration formalities prior to requests for Cost Estimates for both local and offshore procurement.
- Carries out preliminary screening of all PS requests from government and NGO partners for consistency with UNICEF policy and mandate; ensures that PS partner submit complete information with clear and complete specifications for supplies, distribution plans and delivery schedules.
- For offshore, forwards all appropriate PS requests to Supply Division for preparation of Cost Estimates and liaises with partners to provide any clarifications required by focal points in SD to ensure timely and complete costing of requests.
- For local procurement, supports the process of end-to-end procurement process initiating from solicitation, tabulation, technical and financial assessment (service contracts), prepare award recommendation and/or submission for Contract review committee as per UNICEF financial rules and regulations. Provide outcome of such local procurement to Procurement Services Unit in Supply Division for finalization of Cost Estimates. Thereafter, undertake local procurement linked to Cost Estimates, providing regular update and reporting.
- Receives all PS cost estimates from SD and/ or local supplier. Reviews these for completeness and alignment with the submitted request and forwards them to relevant partners for consideration.
- Ensures that necessary amendments to Cost Estimates are adequately processed.
- Follows up with partners on open Cost Estimates. Obtains documentation on acceptance or rejection of Cost Estimates, confirmation of funds transfer and forwarding it to SD for processing.
- Monitors all open commitments of both local and offshore procurement of goods and services for PS, including liaising with UNICEF Supply Division (SD) in Copenhagen for all offshore Warehouse Stock Transfer Orders on materialized PS Sales Orders. Follows up with SD and UNICEF forwarders as needed on timely delivery/shipment of PS orders.
- Maintains up-to-date files for all Procurement Service transactions, including a system for monitoring the different stages of each transaction, Cost Estimates and orders.
- Monitors the incoming pipeline of PS shipments. If required and based on the division of responsibilities agreed on the applicable MoU and CE, supervises the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point.

- Provides necessary support to end-users for the correct use and maintenance of the technical equipment procured under PS.
- Liaises with PS customers on any assistance that may be required regarding customs clearance, receipt, or in-country logistics of PS supplies to be arranged by the partner.
- Receives copy of final statement of accounts from SD and forwards to PS partner; follows up with partners on the required action with any remaining balances.
- Follows up with UNICEF Supply Division and the Freight Forwarders regarding shipment documents and request the green light.
- Ensures that the government grants the green light for all offshore procurement by Supply Division promptly and shares it with the freight forwarder.
- Collaborates closely with the Government (CMAM, CdA, and any other entity) to facilitate the clearance of supplies procured and delivered to partners.

IV. Impact of Results

The ability of the Procurement Service Officer to successfully plan, manage and oversee the effective and efficient supply chain management of goods, services and construction works for UNICEF programs and the Government through Procurement Services, directly impact on 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 image as a competent organization for delivering cost effective and sustainable program results for children.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

or

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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

VI. Skills

- Good analytical skill 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 organisation.
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Basic knowledge of 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, International Development, Health or 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 an advantage.</p> <p>Health supply chain management experience an advantage.</p>
Language Requirements:	Fluency in Portuguese and English is required. Knowledge of a local language is an asset.