



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

I. Post Information

Job Title: **Procurement Services Officer**
Supervisor Title/ Level: **Procurement Services Manager**
Organizational Unit: **Supply & Logistics**
Post Location: **Kinshasa Country Office, DRC**

Job Level: **Level 2**
Job Profile No.: **131112**
CCOG Code: **1A09**
Functional Code: **SUP**
Job Classification Level: **Level 2**

II. Organizational Context and Purpose for the job

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

Despite its vast physical size and limitless natural resources, the Democratic Republic of Congo (DRC) is one of the poorest countries in the world, ranking 176th out of 188 countries in the 2015 human development report. Child poverty is widespread, particularly in conflict-affected and hard-to-reach areas. According to a recent UNICEF study, 80 percent of children aged zero to 15 years old experience at least two major child rights deprivations. Despite sustained growth in recent years, the size of DRC's economy remains far too small to provide enough government revenue to meet the basic needs of the population, children in particular. Since 2016, political instability, the persistence of conflicts in Eastern DRC and a sharp fall in global commodity prices have been aggravating factors.

DRC is one of the over 190 countries and territories around the World where UNICEF works to overcome the obstacles that poverty, violence, disease, and discrimination place in a child's path.

Job organizational context: Under the general guidance of the Procurement Services Manager, the Procurement Services Officer is responsible for the development, planning, implementation, monitoring, and evaluation of all Procurement Services within the Country Office. In addition, the incumbent will use his/her technical knowledge and specialized experience to drive the implementation of tools and structured approaches to analyze and solve national supply chain problems within governments' Health System Strengthening agendas and relevant to UNICEF programmes, specialized UN agencies, governments, institutions, and non-governmental organizations in nutrition, health in general, WASH and Education.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Supply Chain Service Delivery and Response**
2. **Manage the procurement services portfolio**
3. **Systems strengthening, including Support the cold chain management strengthening.**

1. Supply Chain Service Delivery and Response:

- Responsible for planning, logistics process and pipeline monitoring, of procurement services transactions. Provides technical advice on specifications supply and logistics arrangements facilitating efficient procurement, clearance, storage and distribution of supplies and equipment, in support of the country programme procurement services transactions.
- Supports partners on processing of requests for Cost Estimate (CE) and facilitates delivery of goods purchased under procurement services.
- Supports procurement services clients with supply planning of all the annual needs.
- Receive and review all procurement services requests with the Procurement Services Manager before submitting them to Supply division for processing.
- Prepare Cost Estimates requests forms for requests, submit the to the Procurement Services Manager for final review and timely share with Supply Division for processing.
- Communicate with Supply Division and the clients to ensure needs are clearly understood and the right products/equipment are delivered timely. Monitoring movement of goods for procurement services clients and ensure their timely clearance and delivery to the clients.
- Maintains procurement services requests tracking sheet and share this regularly with clients for follow up and expediting.
- Monitor all PS purchase orders to ensure timely delivery and maintaining an offshore shipment tracking system.
- Work closely with UNICEF CO logistics unit, MOH and other partners to ensure timely clearance and delivery of all offshore shipments.
- Monitor ICL activities funds and ensure the timely and accurate utilization of the D-FR given Supply Division.
- Liaise with implementing partners for timely delivery and receipt of goods and equipment once cleared from the ports of entry.
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2. Manage the procurement services portfolio

- Support the effective coordination and monitoring of PS transactions, including beyond the point of entry; facilitate an effective PS workflow; and facilitate resolution of any bottlenecks, gaps, or other in-country issues associated with any PS transactions in close collaboration with the DRC CO, SD and national counterparts.
- Work with the government to strengthen forecasting, pre-ordering and post-delivery activities for existing PS supplies and support them in establishing strategies that will maximize the decisions/impact resulting from the PS partnership.
- Manage PS contracts to ensure the effective application according to terms, monitor the closure of all PS transactions.

3. Systems strengthening, including Support the cold chain management strengthening

- Contribute to the design and revision of Supply chain and Systems strengthening methods, models, and tools that assess and enhance supply chain processes and performance.
- Provide expert guidance and support for the adoption of evidence-informed supply chain interventions that align with national strategies and UNICEF's capabilities.

- Under country leadership, drive comprehensive supply chain assessments to ascertain service performance and identify areas for improvement. support the development of strategies and improvements aimed at enhancing the maturity and effectiveness of supply chains at all levels, from national to community.
- Document case studies, monitoring implementation progress, results and best practices, and lessons in the field of nutrition supply chain management to facilitate learning and knowledge sharing.
- Support in cold chain management strengthening in the country in the framework of CCEOP1 and CCEOP2 (i.e., cold chain reinforcement with solar refrigerator).
- Support CO health section for cold chain equipment maintenance activities management and all other initiatives such solarization ant other innovative health care activities.

IV. Impact of Results

The ability of the Procurement Services 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 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

Strong experience in procurement of goods and contracting services, Experience in and understanding of development and humanitarian work. Work experience in emergency duty stations and response from a procurement perspective is an advantage and Health supply chain management experience an advantage.

VII. Recruitment Qualifications

Education:	A university degree in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health, or related social science field is required.
Experience:	<p>At least 2 years of relevant work experience in supply, procurement, logistics, purchasing, contracting, administration and/or other related fields.</p> <p>Work experience in the System-wide Action Plan (SWAp) framework/memorandum of understanding (MoU) for procurement services and supply management.</p> <p>Experience working in the UN system agency or UN organization is an asset.</p> <p>Developing country work experience and/or familiarity with emergency response highly desirable.</p> <p>Knowledge in procurement and supply management and relevant related regulations as well as the latest developments and technology in the field.</p> <p>Good analytical, negotiating, communication and advocacy skills.</p> <p>Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.</p>
Language Requirements:	Fluency in French and English is required. Knowledge of another official UN language or a local language is an asset.