

REQUEST FOR USE OF A SPECIFIC JOB DESCRIPTION

A specific JD is considered as one for which there is not a Generic Job Profile

RECEIVED
FEB 23, 2017

FOR COMPLETION BY REQUESTING DEPARTMENT

Post/Case No: MLW/2017/011	Establishment of a New Post: <input checked="" type="checkbox"/>	Downgrade/Upgrade of an existing post: <input type="checkbox"/>	Change in Title of an Existing Post: <input type="checkbox"/>	Change in Reporting Line of an Existing Post: <input type="checkbox"/>	Not classified for over five years: <input type="checkbox"/>
Division/Field Office: Malawi		Official Title: Supply and Procurement Manager ✓			Proposed Grade: P4
Office: Malawi		Organizational Title Request:			
Section: Operations					
Unit: Supply and Procurement		Duty Station: Lilongwe			
(Please attach Departmental organizational chart clearly identifying the post, its reporting relationship and any supervisory responsibilities if applicable)					

Justification for Specific Job Description:

The current staffing structure was designed for a declining throughput scenario which has not materialized. Multiple emergency responses and continued donor focus on supply solutions outside the government system has led to a continued increase of throughput and engagement in complex supply chain set up. In parallel, the demand for complex operations such as construction, logistics and contracting continues.

Supply throughput has significantly increased in view of changes in donor requirements and logistics management continue to be a key need in the office. In 2016, there was an increase above the planned procurement of 86% for supplies and 27% for institutional contracts.

The Supply and Procurement Section will be made up of four pillars which are: Systems Strengthening, Construction Management, Contracts Management and Logistics. The P4 Supply and Procurement Specialist will manage the four pillars.

Under the supervision of the Chief of Operations, the position will manage the supply, procurement, contracts and construction activities of a complex nature with significant impact on programme delivery, services, processes and systems, requiring advanced professional technical mastery and expertise in support of operations and programme objectives.

There is a valid management need for this unique JD:

	Title	Name	Signature	Date
Supervisor:	Chief of Operations, a.i.	Dominic Million		23.02.2017
Head of Office:	OIC Representative	Roisin De Burca		23.02.2017

FOR COMPLETION BY HR ONLY

Approval of Specific Job Description:	
APPROVED: <input checked="" type="checkbox"/>	NOT APPROVED: <input type="checkbox"/>
HR Officer: A. Busa	Date: 1.3.2017
Comments:	

CLASSIFICATION FORM A

"REQUEST FOR JOB CLASSIFICATION OF A NEW POST"

Division/Duty Station: Lilongwe, Malawi

Budget Year: 2017/2018

Post Number: MLW/2017/011 Post Title: Supply and Procurement Manager Grade: P4

JUSTIFICATION

I. Narrative.(Provide specific explanation on the linkage between the organization's goals, strategy, programme thrust and the job function of the post. Explain why the post is needed, what is the major end result to be accomplished by the post, and why the latter cannot be accomplished by the existing staffing structure).

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II. Reference documents directly relating to the proposal of the new post. (Please indicate the reference number of the Board document, or attach an excerpt of country programme management plan, etc.)

- 1) Country Programme Document
- 2) Country Programme Management Plan (2012-2018)

III. Statistical Information. (Provide the information where applicable.)

GR: \$11,706,000 SF: \$60,091,600 Total: \$71,797,600

2. Annual Sectoral Project Expenditures: Please indicate 5-year trends.

last year: \$1,758,221 Current year: \$1,600,000 5th year: \$1,600,000

IV. Signature. (Please provide the signature of the head of office below.)

The above information is correct and I submit the job classification request.

Signature:  Date: 23.02.2017

Roisin De Burca, OIC Representative

Date of JD: _____ Date of Request Received: _____

You may attach separate sheet(s) if the space above is not sufficient.



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: **Supply and Procurement Manager**
Supervisor Title/ Level: **Chief of Operations**
Organizational Unit: **Supply and Procurement Section**
Post Location: **Lilongwe, Malawi**

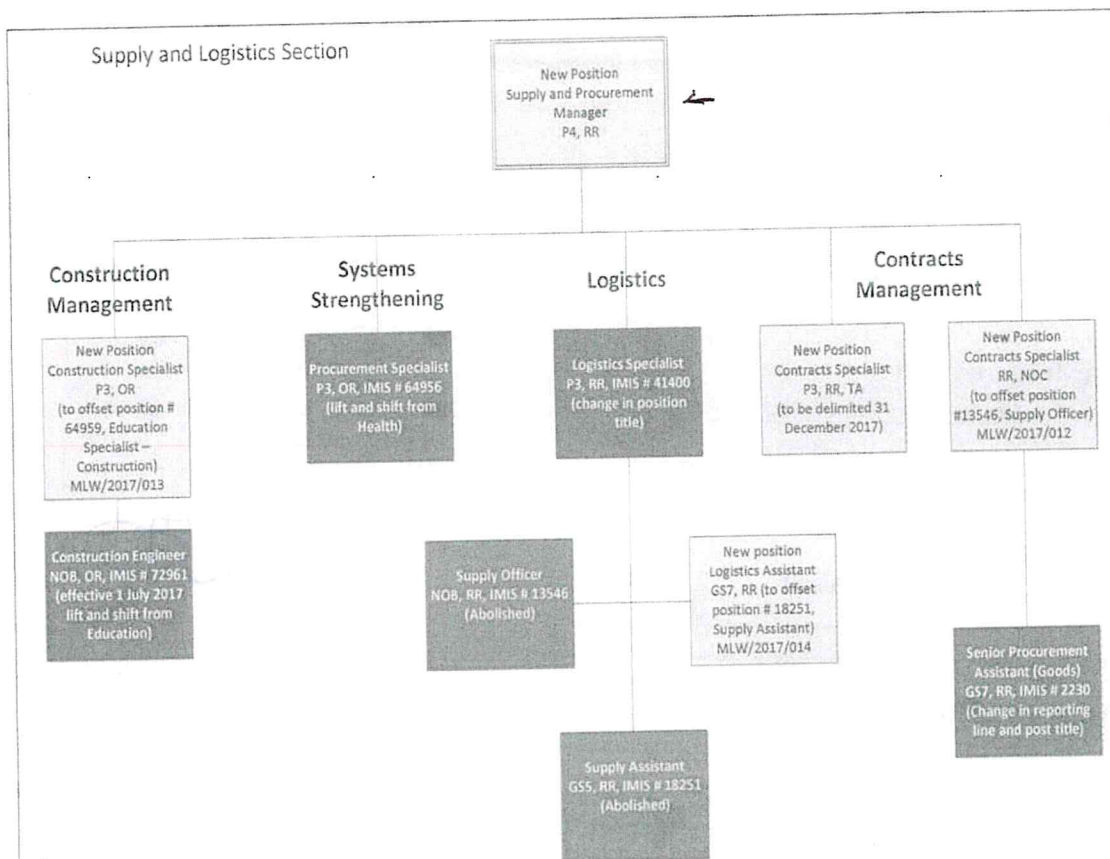
Job Level: **P4**
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

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 *(Please provide an overview of the office context in which this position works, briefly summarizing UNICEF's current objectives in that particular office/division, as well as the specific role of the positions section in contributing to their achievement).*

Supply throughput has significantly increased in view of changes in donor requirements and logistics management continue to be a key need in the office. In 2016, there was an increase above the planned procurement of 86% for supplies and 27% for institutional contracts. Supply function is currently not consolidated into one team (construction), creating inefficiencies and resulting in a not integrated approach. The Supply and Procurement Section will consolidate Systems Strengthening, Construction Management, Contracts Management and Logistics into four pillars.



Purpose for the job *(Please outline the overall responsibility of this position)*

Under the direct guidance of the Chief of Operations, the incumbent manages the supply, procurement, contracts and construction activities of a complex nature with significant impact on programme delivery, services, processes and systems, requiring advanced professional technical mastery and expertise in support of operations and programme objectives.

Accountable for effective planning, contracting, construction and system development, procurement, distribution, inventory management of UNICEF's supplies, in support of the Country 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:

Participates in the Country Programme strategy planning preview and reviews meetings and in the preparation of Plan of Operations and Plans of Action to advise on supply requirements. Develops Supply component of the Country Programme, including systems for storage and distribution of supplies to all project sites.

Responsible for procurement/logistics/supply/construction and contracts planning through coordination with Operations/Programme Sections. Provides technical advice on specifications supply, and logistics arrangements facilitating efficient procurement, contracting, clearance, storage and distribution of supplies and equipment, in support of the country programme implementation.

Manage holistic approach to procurement strategies and systems strengthening across all sectors.

Facilitate the establishment and maintenance of contacts with the Supply Division, Copenhagen on supply procurement and shipping policies. Interprets and advises the country office on policies and procedures impacting on offshore and local procurement and delivery. Maintains links with Copenhagen on transnational shipments, deliveries, claims and appropriateness of supplies.

Conducts market research, identifies and recommends potential local suppliers. Maintains data on and evaluates local supply sources' overall performance, (competitive pricing, product quality and timely delivery). Assesses supply operations and control mechanisms and advises on appropriate actions.

Directly responsible for supervising four Heads of Units (3 P3 and 1 NOC); and responsible for the overall oversight of the Supply and Procurement Section. Managing the implementation of the Section's workplan and Supply Performance Indicators.

Oversees the overall preparation of appropriate documentation: ITBs, RFPs, Contracts, LTAs, purchase orders, etc.

Facilitates the establishment and maintenance of a system of contact with customs and immigration authorities at national ports of entry on the clearance of UNICEF supplies, in keeping with established protocol.

Undertakes field visits to out-posted project sites and sub-offices, to monitor supply inputs and proposes actions on improving logistical procedures. Prepares trip reports for the head-of-office.

Designs and conducts training for UNICEF's staff/consultants and counterparts in supply management, in order to improve supply delivery.

Ensures preparation of the VISION generated supply status reports required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc.

Participate in the Chair of UN Joint Procurement Task force and OMT Meetings; and serve as Secretary of the CRC and provide technical guidance as appropriate.

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)*

Makes decisions relating to policy application at the country level.

Makes decisions on urgent issues relating to supply/logistics/procurement/construction specification, timing and budgeting.

Makes supply/logistics/procurement/construction and purchasing decisions within delegated authority.

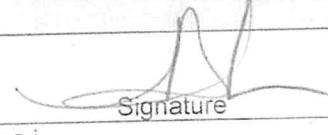

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

<p>Core Values</p> <ul style="list-style-type: none"> ▪ Commitment ▪ Diversity and inclusion ▪ Integrity <p>Core competencies</p> <ul style="list-style-type: none"> ▪ Communication – Level 2 (ii) ▪ Drive for results – Level 2 (ii) ▪ Working with people – Level 2 (ii) 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> ▪ Leading and Supervising – level 2 (ii) ▪ Deciding and Initiating action – level 2 (ii) ▪ Applying Technical Expertise – level 2 (ii) ▪ Planning and Organising – level 2 (ii) ▪ Following Instructions and Procedures – level 2 (ii)
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VI. Recruitment Qualifications

Education:	Advanced university degree in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or specialization in directly related areas including credited courses in supply, logistics, purchasing or contracting. Equivalent educational qualification in relevant areas (transport or logistics operations/management, supply management, etc.).
Experience:	Eight years of relevant professional work experience. Both national and international work experience in supply, logistics, purchasing, contracting, administration and/or other related fields. Work experience in emergency duty station/background in Emergency programme an asset.
Language Requirements:	Fluency in English and another UN language are required.

VII. Signatures- Job Description Certification

Name: Dominic Million		Date: 23.02.2017
Title: Chief of Operations, a.i.	Signature	
Name: Roisin De Burca		Date: 23.02.2017
Title: OIC Representative	Signature	