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

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| **I. Post Information** | |
| Job Title: **Chief, Supply & Procurement**  Supervisor Title/ Level: **Deputy Representative of Operations, P5**  Organizational Unit: **Oper - Supply and Procurement Sec, Dhaka**  Post Location: **Dhaka City, Bangladesh** | Job Level: **Level 4**  Job Profile No.:  CCOG Code: **1A09**  Functional Code: **SUP**  Job Classification Level: **Level 4** |
| 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**:  The Chief, Supply & Procurement JD is to be used in a large/medium size Country Office (CO).  **Purpose for the job:** The **Chief, Supply & Procurement** reports to the **Deputy Representative of Operations** as per the Country Office (CO) set-up and is responsible for managing the supply chains of a medium to large-sized country office, and/or medium sized emergency response operation. The supply chain operations include planning, procurement, contracting, customs clearance, warehousing, in country transport and distribution, as well as monitoring of supplies, services and construction works. The incumbent collaborates closely with programmes in defining supply interventions to meet programmatic needs and achieve results for children, and provides technical and advisory support to governments, national systems and partners on supply chain management. | |

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| III. Key function, accountabilities and related duties/tasks |
| **Summary of key functions/accountabilities:**   1. **Management of the Supply section** 2. **Supply Chain service delivery and emergency response** 3. **Collaboration with programme and implementing partners** 4. **Technical, advisory support to government/national systems** 5. **Innovation, products and markets** |
| 1. **Management of the Supply section**  * Establish the annual work plan for the Supply section; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards. * Supervise and coach section staff, ensure timely performance management of staff. In collaboration with Supply Division, Regional Office and the global supply community, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team. * Ensure establishment and maintenance of operational capacity to handle CO supply chains, including staffing (appropriate staffing structure, timely recruitment, clarity of roles and responsibilities) and contracting of third-party services if applicable (e.g. customs clearance, warehousing, transport, distribution) |
| 1. **Supply chain service delivery and emergency response**  * Participate in the Country Programme Action Planning and advice on Supply requirements for the Plan of Operations and Annual Work Plans. Ensure appropriate planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services. * Analyze supply spend and establish procurement strategies based on category management in order to focus on strategic, essential supplies and services that contribute to results for children, including establishment of long-term agreements (LTAs) where relevant. * Ensure timely customs clearance of supplies entering the country and establish appropriate warehousing and inventory management practices, including appropriate in-country transport. * Ensure appropriate vendor management practices e.g. supply performance reviews are established and applied. * Analyze supply dashboards, implementation rates of key performance indicators and supply information/data from various systems and conduct root cause analysis of supply chain bottlenecks and challenges, with a view to drive improvements and ensure efficient and effective supply chains for children. * Develop an emergency supply & logistics strategy based on risk assessment analysis and Programme assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is established in line with Core Commitments for Children in Humanitarian Action (CCC) and implemented (establishment of relevant LTAs and frame agreements for emergency response, prepositioning of stock, and training of staff in the country office). * Participate in high level emergency coordination, implementation and monitoring meetings with internal and external partners and establish close collaboration with Logistics Cluster/National Logistics Working Group if such is activated/existing. * Establish strong working relations with Regional Chiefs of Supply/Regional Chief of Operations, as well as Supply Division, to align with global and regional approaches and initiatives in supply chain management. |
| 1. **Collaboration with programme and implementing partners**  * Establish close collaboration with programme sections through involvement in programme design, planning, and preparation for implementation of supply components as well as monitoring and evaluation. Establish accountability framework with programmes, for delivery of results for children. * Provide supply input to donor dialogue, and support development of supply components of proposals to donors including budgeting and use of innovative financing mechanisms for supplies, services and construction works. * Support assessment of and collaboration with implementing partners including civil society, establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT). * Develop and maintain partnership and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement. |
| 1. **Technical and advisory support to government/national systems**  * Promote/drive supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children. * Implement capacity development initiatives in the area of supply chains for children, in close collaboration with programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context. * Advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement. |
| 1. **Innovation, products and markets**  * Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with Supply Division and/or Regional Office if applicable. * Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with Supply Division. * Promote critical thinking, innovative approaches and good practices on supply chain management within the organization as well as with externals to ensure effective and efficient supply chains for children. * Further to analysis of supply spend and related procurement strategies, run initiatives to ensure local market development where relevant. |

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| IV. Impact of Results |
| The ability of the Chief, Supply & Procurement 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. |

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| V. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles). |
| **Core Values**   * Care * Respect * Integrity * Trust * Accountability * Sustainability   **Core Competencies**   * Nurtures, Leads and Manages People (2) * Demonstrates Self Awareness and Ethical Awareness (3) * Works Collaboratively with others (3) * Builds and Maintains Partnerships (3) * Innovates and Embraces Change (3) * Thinks and Acts Strategically (3) * Drives to achieve impactful results (3) * Manages ambiguity and complexity (3)   **Functional Competencies**   * Analyzing (2) * Applying technical expertise (2) * Planning and Organizing (2) |

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| **VI. Recruitment Qualifications** | |
| Education: | An advanced 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, or relevant first-level university degree (Bachelor’s) in conjunction with a valid relevant professional certification is required.  \*A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with ten (10) years of relevant work experience in supply, logistics, procurement, contracting, administration and/or other directly-related technical field, may be taken in lieu of an advanced university degree. |
| Experience: | A minimum of eight (8) years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required.  Understanding of development and humanitarian work.  Emergency experience an advantage.  Health supply chain management experience an advantage. |
| Language Requirements: | Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset. |
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**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | ☐ Yes ☐ No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.* | ☐ Yes ☐ No  ☐ Yes ☐ No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | ☐ Yes ☐ No  ☐ Yes ☐ No |
| 4. Is this a Safeguarding response role\*  *\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | ☐ Yes ☐ No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | ☐ Yes ☐ No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)