



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB PROFILE

## I. Post Information

Job Title: **Supply Specialist**  
Supervisor Title/ Level: **Supply and Logistics Manager (P4 level)**  
Organizational Unit: **Supply & Logistics Section**  
Post Location: **Maputo Country Office, Mozambique**

Job Level: **NO-3**  
Job Profile No.:  
CCOG Code: **1A09**  
Functional Code: **SUP**  
Job Classification Level: **Level 3**

## 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 Supply Specialist GJP is to be used in medium size Country Offices (CO), or in larger size Country Offices where the role is part of a larger Supply and Logistics structure.

The **Supply Specialist** reports to the **Supply and Logistics Manager** as per the Country Office (CO) set-up and is responsible for managing elements of the supply chains of a larger supply 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 supports management collaboration 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.

### III. Key function, accountabilities and related duties/tasks

#### Summary of key functions/accountabilities:

1. Supply Chain emergency preparedness and response;
2. Ongoing MCO Supply Chain monitoring and reporting based on S&L weekly reports;
3. Responsible for the creation and updates of all S&L SOPs;
4. Risk identification and management in both procurement and logistics;
5. Supply End User Monitoring and innovation;
6. Focal point for all Field Offices Procurement support;
7. Support to Procurement Officer in the annual Supply plan implementation and review by Sections.

#### 1. Supply Chain emergency preparedness and response

- Supports the supervisor in the development of 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).
- Participates 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.
- In collaboration with supervisor, establish strong working relations with Regional Chiefs of Supply/Regional Chief of Operations, as well as Supply Division, to align with global and regional emergency preparedness and response approaches and initiatives in supply chain management.

#### 2. Ongoing MCO Supply Chain monitoring and reporting based on S&L weekly reports;

- Follows up on weekly Procurement and Logistics KPIs and interacts with responsible teams/sections so actions are taken where necessary to ensure effective processes and operations;
- Responsible for the creation and updates of all S&L SOPs;
- Issues new reports where applicable to inform Programme sections or Management about certain issues.

#### 4. Risk identification and management in both procurement and logistics

- Support the S&L Manager in the identification, management and mitigation of all possible risks impacting on the S&L operations of the country programme, including a quarterly analysis and update of the section's risk profile, and other related activities.
- Do so based on close monitoring of weekly and monthly S&L reports
- Follow-up on all Audit recommendations so they are immediately closed, and all necessary actions are taken to avoid similar issues arising in the future. Equally, lead in the development and monitoring of all internal Note for the Record (NFRs), so that agreed corrective actions are included in a tracking tool and acted upon as necessary.

## 5. Supply End User Monitoring and innovation

- Coordinate all Supply End User Monitoring activities with the S&L Manager, as well as Programme Sections to ensure effective SEUM missions are carried out, findings are transformed into actions closely monitored through the development of a tracking tool accordingly.
- 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.

## 6. Focal point for all Field Offices Procurement support

- Coordinates with Procurement team to make sure FOs support is done effectively;
- Trains Admin teams in LVPOs procurement as per new ToA.

## 7. Support to Procurement Officer in the annual Supply plan implementation and review by Sections.

- Monitors the implementation of the Supply plan interacting with owner sections as necessary;
- Supports the Procurement Officer in the annual Supply plan review following up with sections and consolidating for further monitoring.

## IV. Impact of Results

The ability of the Supply Specialist to successfully plans, manages and oversees effective and efficient Supply Chain systems with 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. Competencies and level of proficiency required (based on UNICEF Professional Competency Profiles/ratings).

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

## VI. Skills

- Ability to resolve difficult, complex and sensitive situations often under pressure.
- Ability to initiate and manage change in a diverse environment.
- 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 supervise and direct a team of professional and support staff.
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions.
- Strong communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Ability to identify and analyze systemic issues, formulate opinions and make conclusions and recommendations to resolve same.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Strong knowledge of latest developments and technology in supply chain management.
- Strong understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Strong overall 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:	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 is required.
Experience:	<p>A minimum of 5 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.</p> <p>Knowledge of UNICEF Procurement Services is an advantage.</p> <p>Emergency experience is an advantage.</p> <p>Health supply chain management experience an advantage, especially when designing and implementing systems strengthening projects.</p>
Language Requirements:	Fluency in English and Portuguese is required. Language proficiency in any other Latin language will be an asset.