



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

POST INFORMATION

Job Title: Supply Chain Officer Supervisor Title/ Level: Supply and Logistics Specialist (P3), Post # 63540 Organizational Unit: Health & Nutrition Section Post Location: Maputo Country Office	Job Level: NO-2 Job Profile No.: 120864 CCOG Code: 1A09 Functional Code: SUP Job Classification Level: Level 2
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STRATEGIC OFFICE CONTEXT

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 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.

The Supply Chain Officer (NO-2 level) reports to and works under the guidance and supervision of Supply and Logistic Specialist P3, in the Child Health and Nutrition section as part of the Mozambique country office set-up. The incumbent is responsible for managing the supply chain including the cold chain for immunization activities and contributes for the Child Health and Nutrition section goal to achieve that every child, including adolescents, survives and thrives, with access to adequate diets, services, and supplies.

PURPOSE OF THE JOB

Under the supervision of the Supply & Logistics Specialist (P3), the Supply Chain Officer is responsible for the development, planning, implementation, monitoring and evaluation and administration of the cold chain activities of national immunization program to deliver the results under the country programme.

The Supply Chain Officer will work closely with the National Immunization Program (NIP) for supporting a functional national cold chain system under direct supervision of Supply and Logistics Specialist under the Health and Nutrition Section. The position will support UNICEF Supply and Logistics Specialist in the process of implementation of the GAVI funded Cold Chain Equipment Optimization Platform (CCEOP-3) while closely working with the Ministry of

Health EPI department's Cold Chain unit and provincial government EPI team such as EPI Managers, Cold Chain Technicians and Logisticians during the implementation. This position will be based in Maputo with extensive field monitoring requirement.

KEY END-RESULTS

1. Contributions are made towards preparation of timely Situation Analysis and its periodic update for effective planning, development and management, in partnerships with key stakeholders by compiling, analyzing and evaluating immunization and cold chain related data
2. Contributes to develop Annual/ Rolling Work plan, to strategically establish objectives, to effectively provide implementation support and to timely deliver planned results through application of technical expertise, in consultation with all relevant partners.
3. Develop and maintain partnerships and collaborative relationships with National EPI program, EPI Partners and CCEOP Suppliers and Service providers to roll out the CCEOP project.
4. Support the national EPI office to keep the existing Cold Chain Information Data inventory is Updated.
5. All cold chain related activities under Immunization Programme implementation progresses are monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.
6. Technical support especially for Training and capacity development on immunization Supply Chain Logistics (iSCL) systems is provided to government and NGOs and all other partners at various stages of the project implementation, monitoring and evaluation, including capacity building of government personnel and beneficiaries.
7. Effective working relationships with internal and external counterparts are kept maintained for advocacy, technical coordination, information sharing and knowledge networking.
8. Required programme/project reports are timely prepared and shared with relevant stakeholders as required in compliance with the established guidelines and procedures.
9. Relevant and strategic information is kept available to support the Health & Nutrition Programme by the effective implementation of an integrated monitoring system.
10. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).
11. Other assigned duties and responsibilities are effectively accomplished.

KEY ACCOUNTABILITIES AND DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primary, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

- 1. Contribute towards preparation of timely Situation Analysis and its periodic update for effective project planning, development and management, in partnerships with key stakeholders by compiling, analyzing and evaluating data:**
 - Contributes to the preparation of the Situation Analysis by compiling, analyzing and evaluating information and providing the technical input and support to Health interventions and its periodic update. Contributes to the consultation and coordination with key partners at all levels.
- 2. Contributes to develop Annual/ Rolling Work plan, to strategically establish objectives, to effectively provide implementation support and to timely deliver planned results through application of technical expertise, in consultation with all relevant partners:**
 - Under supervision of the direct supervisor, exercises technical and programme management leadership for the development and implementation of the results-based sectoral work plan and objectives as well as for administration and monitoring of sectoral project activities, consistent with the defined project strategic priorities and approaches.
 - Ensures objectives and targets are timely achieved, through full coordination between activities and collaboration with implementing partners, by providing guidance and support to staff of Health & Nutrition.
- 3. Develop and maintain partnerships and collaborative relationships with National EPI program, EPI Partners and CCEOP Suppliers and Service providers to roll out the CCEOP-3 project:**
 - Increase vaccination coverage through effective and efficient implementation of the GAVI financed Cold Chain Equipment Optimisation Platform (CCEOP).
 - Enhance project efficiency and effectiveness through implementation and follow up, including monitoring UNICEF inputs, local conditions and resources, flow of supply and non-supply assistance and CCEOP project status.
 - Undertakes field visits to districts and sub-districts for monitoring and supervision of project activities and to improve immunization coverage.
 - Supervises and monitors the implementation of national cold chain rehabilitation and expansion plan; the national cold chain operational deployment plan (ODP) for effective implementation of the GAVI CCEOP; and cold chain management plan for routine and supplementary immunisation activities including outbreak responses. Prepares reports on the results of the field visits and progress reports on CCEOP implementation status.
 - Monitors flow of supply and non-supply assistance to local authorities. Records supply and non-supply inventory and provides quarterly updates on cold chain equipment distribution, installation, functionality and any damages and non-functional equipment that requires replacement as per the warranty and claims procedures from the manufacturers.

4. Keeping Existing Cold Chain Information Data Inventory Updated:

- Work with other implementing partners in the area to maintain updated and accurate information on cold chain equipment.

Each piece of refrigeration equipment (including passive containers) used for the storage and transportation of vaccines and ancillary by:

Type

Net storage volume

Make/model/year of installation

Energy source

Consumption of energy - Liters per day (except solar driven equipment

Current status of operation (Working well, working but needs repair, not working, not installed)

Requirement for producing ice or freezing ice packs

5. Monitor and evaluate the implementation cold chain activities

- All cold chain related activities under Immunization programme implementation progresses are monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.

6. Training and capacity development of Government and other implementing partner on immunization Supply Chain Logistics (iSCL) systems

- Supports a staff training/development programme to upgrade the capacity of the Country Office and counterpart staff in the programme development, implementation and management of the iSCL management.
- Conducts relevant orientation, workshop, teamwork facilitation and staff learning/development activities ensures that cold chain and logistics management teams (acceleration) are properly trained on the various aspect of EPI;
- Uses the appropriate training guidelines; participates in the Mid-level management training of vaccinators, cold chain managers, mid-level managers; participates in training activities and micro-planning workshops; participates in the training of district field assistants for community sensitization and awareness seminars.
- Collaborate with Village reach on design, develop, and implement the new approaches of immunization logistics and cold chain information management systems;
- Train staff on the installation, commission, repair and maintenance of cold chain equipment as per the standards of Gavi Cold Chain Equipment Optimization Platform (CCEOP).

7. Communication, networking and collaboration with internal partners.

- Ensures effective communication, networking and working relationships.
- Collaborates with Supply and Logistics staff to implement internal controls systems and resolve day-to-day issues or discrepancies in supply management.
- Provides technical support in the planning of provincial CCEOP implementation to ensure efficiency and effectiveness.
- Recommends courses of action to supervisor, as necessary.

- Arranges field visits to project sites for government and other partner, providing necessary information for briefing on the project.
- Participates in the study of the project status and evaluation.

8. Required programme/project reports are timely prepared in compliance with the established guidelines and procedures:

- Reviews monthly reports submitted by CCEOP Service Providers and submits to Supply & Logistics Specialist and EPI Specialist at UNICEF CO for final review and approval.
- Conduct each equipment installation verification through Rapid Pro System and in liaison with each provincial EPI Managers, Cold Chain Technicians and Immunization Logisticians to ensure that all installations have been effectively completed as per the installation checklist and all equipment are fully functional.
- Produce monthly reports and submit to the Supply & Logistics Specialist based on the deliverables planned and agreed.
- Contributes to the timely preparation of annual sector status reports and shares information with relevant partners as required in compliance with the established guidelines and procedures. Participates in the preparation of all programme reports for management, Board, donors, budget reviews, programme analysis, and annual reports.

9. Relevant and strategic information is kept available to support the Health & Nutrition Programme by the effective implementation of an integrated monitoring system.

- In collaboration with monitoring and evaluation and program communication colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system, in consultation with all relevant stakeholders.
- Coordinates with partners to ensure that monitoring systems are properly designed, and that data collection and analysis from field visits are coordinated and standardized across programmes to feed into to programme performance monitoring.
- Provides assistance for evaluation exercises, programme mid-term review, annual sector review and preview meetings with Government counterparts and all other relevant partners. Analyses and evaluates monitoring data, ensures achievement of objectives and proposes corrective measures as appropriate.

10. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination are provided.

- Supports emergency preparedness plan relating to Health & Nutrition. In case of emergency, assists in monitoring and assessing the nature and extent of the emergency in the assigned area, as required. Provides assistance to the Country Office in identifying where support is required. In line with the Core Commitments for Children (CCCs) in Humanitarian Action, strengthens partnerships with the Health and Nutrition humanitarian actors within the Inter-Agency Standing Committee (IASC).

11. Other assigned duties and responsibilities are effectively accomplished.

Assumes any other duties and responsibilities assigned as appropriate to the purpose of this post and delivers the results as required.

JOB GRADE FACTORS ¹

- Under the guidance of direct supervisor, provides technical support for sectoral and inter-sectoral programme development, design, planning, implementation, and administration of specific project activities within a country programme in a small to medium size country office structure.
- As an experienced professional technical specialist, the incumbent is held accountable for timely and effective technical contribution to the preparation of situation analysis, programme documents, programme strategy, planning, implementation, monitoring and reporting.
- Holds contributory responsibility for strategic recommendations and decisions on situation analysis and programme/project strategy development.
- Assumes primary responsibility for effective management of the sub-sectoral plan, financial accountability of funds and human resources management and development.

IMPACT OF RESULTS

The ability of the Supply Chain Officer to successfully plan, manage and oversee the effective and efficient supply chain management of goods and services 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.

QUALIFICATION and COMPETENCIES

Education

- A university degree in one of the following fields is required: public health/nutrition, supply chain management, pediatric health, family health, health research, global/international health, health policy and/or management, environmental health sciences, biostatistics, socio-medical, health education, epidemiology or in Operations Management, or in Refrigeration/Cold Chain, Electrical or Industrial Engineering or other relevant disciplines.

Experience

- Minimum of 2 years of professional experience in immunization supply chain management including cold chain management is required.
- Experience in public health/nutrition planning and management, maternal and neonatal health care, or health emergency/humanitarian preparedness is required.
- Experience working in a developing country is considered as an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

Language Proficiency

- Fluency in Portuguese and English language is required. Knowledge of the local language of the duty station will be an added advantage.

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

Core Values

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

Core Competencies

- 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)

Technical Knowledge²

a) Specific Technical Knowledge Required (for the job) []

(Technical knowledge requirements specific to the job can be added here as required.)

- Knowledge of the technical areas of Child Health and Immunization programmes
- Specific expertise immunization supply chain management. In addition, experience in cold chain management, is highly desired as well as Project Management.

b) Common Technical Knowledge Required (for the job group)

- Knowledge of theories and practices in:
- Child Immunization
- Public Health and Nutrition
- Supply Chain Management
- Knowledge Management
- Computer software application, including word processing, spreadsheet and corporate
- Software packages
- Gender equality and diversity awareness

² Reference to UNICEF and/or UN in terms of technical knowledge requirements (a and b above) are applicable only to those who are or have been the staff members of UNICEF or the UN common system.

General knowledge of:

- Methodology of programme/project management
- Programmatic goals, visions, positions, policies and strategies in Health & Nutrition
Knowledge of global health and nutrition issues, specifically relating to global health and immunization related supply chain and the current trends, methods and approaches.

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Knowledge of the latest developments and technology in related fields
- Knowledge of local conditions and country legislation relevant to UNICEF programmes
- UN policies and strategy to address international humanitarian issues and the responses
- UN common approaches to programmatic issues and UNICEF positions
- UN security operations and guidelines
- UNICEF strategic framework for partnerships and collaborative relationships