

**Job Title: Supply Officer**

**Supervisor Title/ Level: Operations Manager/ Supply Manager**

**Organizational Unit: Supply & Logistics section**

**Post Location: Khartoum, Sudan**

**Job Level: Level 2(NO-B)**

**Job organizational context**

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.

**Purpose for job**

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

The Supply and Logistic Officer reports to the Head of Operations or Supply and Logistics Manager/Specialist as per the Country Office set-up for supervision and guidance. The Supply and Logistics officer provides technical and operational support as per the Country Office (CO) set-up and is responsible for managing the supply chains of a small sized country office, or 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

**Summary of key functions/accountabilities:**

* Assists in the implementation of the supply component of the Country Programme, including a system for the procurement and distribution of supplies to all project sites.
* Interacts with the Programme Sections in the preparation of Annual Work and Supply Plans, Sales Orders and Purchase Requisitions etc.; according to procurement specifications and supply procedures.
* Responsible for market surveys and Supplier Assessments for existing and new suppliers.
* Responsible for both local and offshore procurements as required. When required, maintains contact with customs officials for preliminary supply clearance documentations to facilitate timely customs clearance of supplies and equipment, in keeping with established protocol.
* Undertakes field visits to project sites and sub-offices for End User Monitoring of Supplies.
* Identifies training needs and develops training activities in supply management for UNICEF's staff/consultants and counterparts, designed to improve supply delivery.
* Generates all supply related reports, required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc. Shares a monthly update on the status of supplies with all concerned parties.
* Assess the procurement and logistics capacity of UNICEF partners.

**UNICEF values and competency Required**

**i) Core Values**

* Care
* Respect
* Integrity
* Trust
* Accountability

**ii) 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)

**To qualify as an advocate for every child you will have…**

* **Education:**

A 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.

* **Experience:**

A minimum of two (2) 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.

Emergencies experience an advantage.

Health supply chain management experience an advantage.

* **Language Requirements:**

Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) or a local language is an asset.