



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Contracts Specialist

Supervisor Title/ Level: Supply & Logistics Manager, P4

Organizational Unit: Operations

Post Location: N'Djamena, Chad

Job Level: P3

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level:

II. Strategic office 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.

Strategic office context :

The position of Contracts Specialist is a key element of the Supply & Logistics Unit that has the responsibility to provide goods and services for a smooth running of the programmes and operations. In Chad an average of 1,000 contracts are issued every year for the procurement of goods and services including constructions. In addition to the large volume, there are several other challenges affecting the supply operations such as the situation of land locked country impacting the cost of commodities, the limited capacity of the market, etc. Most of the UNICEF programmes in Chad are supply oriented, especially the Child Survival and Development, WASH and Education. The objective for the Supply & Logistics Unit is to support these programmes as well as operations by providing goods and services in a timely and cost effective manner despite the challenges mentioned earlier.

The Supply & Logistics Unit needs an experienced Contracts Specialist to coordinate a team of 4 Supply Assistants/Associate plus 2 Contract Officers, manage and monitor the effective use of financial and material resources, develop and submit relevant statistics, contributes to the efficient planning, procurement. 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.

Purpose for the post

Under the supervision of the Supply and Logistics Manager, the Contracts Specialist will be responsible for effective implementation of all contractual processes in line with relevant UNICEF policies and financial rules and regulations. S/he will support the programme sections and operations in all the areas of procurement of goods and services by putting efficient systems in place, training staff, providing guidance and advice to the sections and the management in his/her areas of responsibility.

He will also have the responsibility to coordinate and provide a technical oversight on the contracting process of all the constructions projects in the office.

III. Key functions, accountabilities and related duties/tasks:
<ol style="list-style-type: none"> 1. Responsible for managing the procurement and contracting processes from the planning phase to contract approval in line with the relevant UNICEF Financial Rules and Regulations, Supply Manual and other relevant policies and processes. Manage the planning, coordination and implementation of contracts. Manage contracts in VISION (SAP) and amend when and if necessary. 2. Support the requisition team on the project on contract management and administration e.g. management of contract schedule, contracts amendment and reviews, coordination of meetings with suppliers, coordination with SD, DFAM and Legal, in case of contractual issues and supplier performance management, monitoring of the contract performance on VISION and support in the closure of the completed contracts. 3. Analyse and evaluate procurement requests and ensure appropriateness of Terms of References/Scope of Services by checking the deliverables, time bound, evaluation criteria for selection of contractor etc. Manage the tender process and provide assistance to technical evaluation team. In collaboration with the requesting unit, monitor the progress, contractual terms compliance, including payment, expiry etc. of contracts. 4. Provides advice/guidance to requisitioning unit and relevant programme and operation team concerning contractual conditions and supplier appraisals. Establish a system for continuous evaluation of the procurement and implementation process to enable informed management decisions on any necessary adjustments. 5. Provide technical inputs on market research. The market research will be conducted through expression of interest, internet, UNGM, networks and other methods to broaden the contracting for services when and if necessary. 6. Analyze supply spend and develop 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 effective procurement of goods, contracting of services and construction works, while maintaining the highest level of integrity, ethical standards and accountability. 7. In collaboration with supervisor, develop 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. 8. Organise briefing to implementing partners, as applicable.

IV. Impact of Results
<p>The ability of the Contracts Specialist to successfully plan, manage and oversee the effective and efficient management of contracts for 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.</p>

V. Competencies and level of proficiency required	
<p>i) Core Values</p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<p>ii) Core Competencies</p> <ul style="list-style-type: none"> ▪ Nurtures, Leads and Manages People (2) ▪ 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) ▪ Drive to achieve impactful results (2) ▪ Manages ambiguity and complexity (2)

VI. Recruitment Qualifications

Education:	<p>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.</p> <p>*A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with seven (7) 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.</p>
Experience:	<p>A minimum of five (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>Understanding of development and humanitarian work.</p> <p>Emergency experience an advantage.</p>
Language Requirements:	<p>Fluency in French and English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>