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| C:\Users\rnaveed\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\8RXOBJ5Q\unicef.gif | **UNITED NATIONS CHILDREN’S FUND****GENERIC JOB PROFILE (GJP)** |

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| **I. Post Information** |
| Job Title: **Supply Specialist**Supervisor Title/ Level: **Supply & Logistics Manager**Organizational Unit: Post Location: **Country Office** | Job Level: **Level 3**Job Profile No.:CCOG Code: **1A09**Functional Code: **SUP**Job Classification Level: **Level 3** |

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| 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.The **Supply Specialist** reports to the **Supply and Logistics Manager** as per the Country Office (CO) set-up and is responsible for managing the supply chains of a small sized country office, and/or small sized emergency response operation, 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.  |

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| III. Key function, accountabilities, and related duties/tasks  |
| **Summary of key functions/accountabilities:** 1. Supply Chain emergency preparedness and response
2. Supply Chain Monitoring and Reporting
3. Risk identification and management in both procurement and logistics
4. Supply End User Monitoring and innovation
5. Focal point for all Field Offices Procurement to support the decentralization strategy
6. Support to Procurement team in the annual Supply plan implementation and review by Sections.
7. Support the localization and sustainability agenda
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| 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 Procurement &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.
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| 1. **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.
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| 1. **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.
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| 1. **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.
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| 1. **Focal point for all Field Offices Procurement support to support the decentralization strategy.**
* Coordinates with Procurement team to make sure FOs support is done effectively.
* Trains Admin teams and FO in LVPOs procurement
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| 1. **Support to Programmes, Procurement and Contacts Officers 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 team in the annual Supply plan review following up with sections and consolidating for further monitoring.
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| 1. **Support the localization, disability, and sustainability agenda.**
* Participate in the ESAR working Group for sustainability and support the implementation of the MCO procurement.
* Include sustainable criteria in tenders and specifications in collaboration with Programs.
* Support the local sourcing for programme supplies – sourcing near the demand.
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| IV. Impact of Results  |
| The ability of the Supply and Logistics Specialist 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. **UNICEF values and competency Required (based on the updated Framework)** |
| 1. **Core Values**
* Care
* Respect
* Integrity
* Trust
* Accountability
* Sustainability
1. **Core Competencies (For Staff with Supervisory Responsibilities)**
* 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)
* Drive to achieve impactful results (2)
* Manages ambiguity and complexity (2)
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| **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.
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| **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, or relevant first-level university degree (Bachelor’s) in conjunction with a valid relevant professional certification is required. |
| Experience: | A minimum of five (5) years of relevant experience, at the national, in supply, logistics, procurement, contracting, administration and/or other directly related technical fields is required. Understanding of development and humanitarian work.International experience an advantageEmergency experience an advantage.. Health supply chain management experience an advantage. |
| Language Requirements: | Fluency in French and English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset. |

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| **VII. Signatures- Job Description Certification** |
| Name: Signature Date |
| Title: (Head Operations)Name: Signature Date |
| Title: (Representative) |