



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Supply and Logistics Officer (Global Fund), SUD24060**
Supervisor Title/ Level: **Supply Specialist**
Organizational Unit: **Supply & Logistics**
Post Location: **Sudan**

Job Level: **NOB**
Job Profile No.:
CCOG Code: **1A09**
Functional Code: **SUP**
Job Classification Level: **Level 2**

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 and Logistics 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 Supply Specialist as per the Country Office set-up for supervision and guidance. 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. The Supply and Logistics officer will provide necessary support in following up customs clearance processed with concerned ministries, National regulatory authorities, customs authorities at national, airports, sea ports and road ports across Sudan as well as the SSMO authorities.

The position will support the UNICEF Sudan Logistics Section in implementation of the in-

country logistics including access and transportation of supplies to all states.

III. Main Duties and Responsibilities

1. Ensure timely customs clearance of supplies entering the country. Make phone calls to relevant ministries and entities to facilitate timely approvals. i.e., Ministry of Foreign Affairs, Ministry of Finance, SSMO, NMPB, NTC, Customs Clearance HQ and Airport.
2. Follow up with the FMOH clearance team/ EPI on incoming vaccine pre-alert/ shipments and ensure timely go ahead (OK2FWD) is granted well in advance to respective airlines.
3. Maintain a consolidated customs clearance tracker for all air and sea shipments. Updated on a weekly basis.
4. Follow up with the delivery of cleared supplies to NMSF stores for GF/FMOH supplies and to UNICEF warehouse for programme supplies. Assist in coordinating with partner on delivery of supplies to the warehouse.
5. Identify needs for contracting of logistics third party services (e.g., customs clearance, warehousing, transport, distribution) and support contracting of such service providers including establishment of KPIs and performance monitoring mechanisms. Liaise closely with service providers to ensure smooth flow of supplies into the country and through in country logistics delivery modalities. Arrange for weekly meetings with logistics service providers (transporters and customs clearance agents) and partners and document minutes for follow up.
6. Manage documentation processing for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.
7. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Maintain appropriate warehousing, inventory management and in-country transport in support of the country programme implementation. Keep stakeholders/partners informed on the progress. Implement appropriate vendor management practices e.g. supply performance reviews.
8. Analyze supply dashboards, implementation rates of key performance indicators and supply information/data from various systems and conduct root cause analysis of supply chain bottlenecks and challenges, with a view to drive improvements and ensure efficient and effective supply chains for children.
9. Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with supervisor and programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
10. Prepare relevant supply reports to facilitate advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement.

IV. Impact of Results

The ability of the Supply and Logistics Officer 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.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

Commented [T01]: Please choose either set considering supervisory roles.

VI. Skills

- Good analytical skill and negotiating skills.
- 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 in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Ability to contribute to formulation of strategies and policies.
- Good knowledge of latest developments and technology in supply chain management.
- Good understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Good 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:	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:	<p>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.</p> <p>Understanding of development and humanitarian work.</p> <p>Emergency experience an advantage.</p> <p>Health supply chain management experience an advantage.</p>
Language Requirements:	Fluency in English and Arabic is required. Knowledge of another official UN language (Chinese, French, Russian or Spanish) is an asset.