



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Post Number/Case Number: **ESA24009**  
Job Title: **Supply Chain Manager (Systems Strengthening)**.  
Supervisor Title/ Level: **Regional Chief, Supply & Procurement, P-5**  
Organizational Unit: **Supply Unit**  
Post Location: **Nairobi, Kenya, Eastern and Southern Africa Regional Office (ESARO)**

Job Level: **P-4**  
Job Profile No.: **ESA**  
CCOG Code:  
Functional Code: **SUP**  
Job Classification Level: **Level 4**

### 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:** UNICEF has continually focused on access to affordable and diversified supplier markets, particularly for strategic products and services, procuring around 40% of its international offshore supplies from countries in which UNICEF also has programmes, with the remaining 60% invoiced by companies based in OECD countries. Furthermore, UNICEF's country programmes purchase significant amount of supplies in local markets, and increasingly where possible and feasible utilize cash programming in emergencies to support resilient local markets.

The rising cost to governments and partners of health products (medical devices, medicines, and vaccines), Nutrition and WASH supplies has attracted public concern across the globe along with the market failures elucidated during the COVID-19 pandemic. Access to safe, effective, quality assured, and affordable essential products for children and their families through public health services is instrumental to improving the health of children and families, improving health coverage without incurring financial depredation and achieving meaningful change.

Through strong collaboration with UNICEF Supply Division centers, Program Group and Country Offices, this position is based in Nairobi, Kenya.

**Purpose for the job:** The incumbent would support the supply systems strengthening activities in the region with a focus on Local production. ESARO needs to be well positioned to strengthen systems in a holistic manner from production to End User Monitoring with national governments at the forefront of leadership involving all actors at the highest levels. This will require engagements at high level to advocate and influence the necessary changes for resilience building in the region. This high-level engagement is also necessary to facilitate country and regional engagement/partnership with regional blocks such as AU, Africa CDC and SADC that are seeking for an effective collaboration and partnership including capacity building. It is necessary to elevate the supply function beyond the traditional transactional and operational approach to a more strategic support to governments such as institutionalizing of supply chain interventions and local production which is increasingly becoming a frequent request from national governments and a priority in ESARO.

**III. Key functions, accountabilities and related duties/tasks** *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

**Summary of key functions/accountabilities:**

Under the guidance and leadership of the Regional Chief, Supply & Procurement in close coordination with the Supply Chain Strengthening Centre in UNICEF Supply Division:

- Support development and implementation of a supply chain strengthening advocacy strategy for HQ, ROs, COs and government counterparts to raise awareness around supply chain issues for essential lifesaving commodities, possible solutions, innovations, networks, and support that is available.
- Overall coordination of SCSS and supply chain resilience in 21 countries in the ESA region and high-level engagement and representation of UNICEF when dealing with governments, advocating for Systems strengthening activities including localization and resilience activities.
- In coordination with SD, lead UNICEF ESARO'S Local Production agenda in ESA region, develop a local production strategy and lead the implementation of the regional and local production approach focusing on market analysis, access, intelligence, communications, and shaping including on special contracting, implementation, monitoring and reporting.
- Advocate for Increased access to essential supplies by supporting the diversification of global supplier base (Market surveys/assessments/ scanning).
- Create and maintain a dashboard containing the potential manufacturers, their product categories, their geo-localization, and their adherence to quality standards.
- Collaboration with UNICEF Supply Division, Program Group, Regional Offices (ROs) and concerned Country Offices (COs) to drive market influencing strategy for vaccines & associated products including other supplies for children in the Region.
- Local and Regional Partners Mapping: Engage with key local and regional partners to support supply chain initiatives, conducting partner landscape analysis and establishing partnership frameworks.
- Co-ordinate with internal and external partners to ensure collective understanding, collaboration, coordinated progress and avoidance of overlap in the capacity development support provided to countries.
- In collaboration with the global hub in Addis, Ethiopia and the UNICEF Office to the African Union, Coordinate with other UN agencies and key stakeholders e.g., the African Union, Africa CDC, African Medicines Agency, government, donors, communities etc. to position UNICEF as a key strategic and institutional partner
- Technical Assistance to assessments and development of national capacity development strategies and implementation plans, support to the implementation of interventions and capturing lessons learned for continuous improvement. Capacity Building in Supply Chain Systems Strengthening: Contribute to implement the SCSC capacity building agenda in the region, ensuring programs and workshops, agora, and other training opportunities are

<p>disseminated to build capabilities in supply chain management, in collaboration with SD and PG colleagues.</p> <ul style="list-style-type: none"> <li>• Support to Establish a Community of Champions: Cultivate a network of supply chain champions to advocate for improvements, organizing community events and fostering peer learning.</li> <li>• Oversee the implementation of supply chain and SCSS in COs and provide technical guidance to assess their impact, monitoring and track progress, and update evaluation frameworks.</li> <li>• Documenting Best Practices: Collect and disseminate knowledge on effective supply chain practices, setting guidelines and preparing case studies.</li> <li>• Any other duties as requested by the supervisor.</li> </ul>	
<p><b>IV. Impact of Results</b> <i>(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)</i></p>	
<ul style="list-style-type: none"> <li>• The incumbent will be instrumental in leading the development and implementation of Country Office led supply chain strengthening and capacity development strategies.</li> <li>• The incumbent will contribute to defining and setting norms and standards for the government supply chain capacity development function for UNICEF procurement and supply chain operations.</li> <li>• The incumbent will lead on market research and localization to deepen and diversify the supply base from the ESA region by developing strategies and tactics, identifying bottlenecks and actions, as well as coordinating and communicating within UNICEF.</li> <li>• The incumbent will play a key role in the application of existing guidance and tools that have been developed for capacity development and HR for SCM strengthening activities and the institutionalisation of these approaches.</li> <li>• The incumbent will do so through strong technical skills, planning and organising skills and by applying strong communication, relating, and networking skills.</li> </ul>	
<p><b>V. Competencies and level of proficiency required</b> (please base on UNICEF Competency Profiles)</p>	
<p><b>i) Core Values</b></p> <ul style="list-style-type: none"> <li>• Care</li> <li>• Respect</li> <li>• Integrity</li> <li>• Trust</li> <li>• Accountability</li> <li>• Sustainability</li> </ul>	<p><b>ii) Core Competencies (For Staff with Supervisory Responsibilities) *</b></p> <ul style="list-style-type: none"> <li>▪ Nurtures, Leads and Manages People (2)</li> <li>▪ Demonstrates Self Awareness and Ethical Awareness (2)</li> <li>▪ Works Collaboratively with others (2)</li> <li>▪ Builds and Maintains Partnerships (2)</li> <li>▪ Innovates and Embraces Change (2)</li> <li>▪ Thinks and Acts Strategically (2)</li> <li>▪ Drive to achieve impactful results (2)</li> <li>▪ Manages ambiguity and complexity (2)</li> </ul>
<p><b>VI. Skills</b></p>	
<ul style="list-style-type: none"> <li>• Ability to resolve difficult, complex, and sensitive situations often under pressure.</li> <li>• Ability to initiate and manage change in a diverse environment.</li> </ul>	

- 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.
- The ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and allow for contingencies when planning.
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions.
- Advanced 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.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- 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.

## VII. Recruitment Qualifications

Education:	<p>An advanced university degree is required in Supply Chain Management, Logistics, Procurement, Business Administration, Management, Economics, 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 ten (10) 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 eight (8) years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration, Supply Chain strengthening 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:	<p>Fluency in English is required. Knowledge of another official UN language or a local language is an asset.</p>