



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

I. Post Information

Job Title: **Supply and Logistics Specialist**
Supervisor Title/ Level: Chief, Supply and Procurement
Organizational Unit: Operations - Supply & Procurement, Dhaka
Post Location: Bangladesh Country Office

Job Level: **NOC**
Job Profile No.:
CCOG Code: **1A09**
Functional Code: **SUP**
Job Classification Level: **Level 3**

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.

UNICEF Bangladesh Country Office has started its new programme cycle that is aimed at supporting Bangladesh to take maximum advantage of the remaining period of its demographic window of opportunity by making prioritized investments in children for the realization of child rights and sustainable development.

The Country Office supports the Government to avail affordable, high quality products for children; Last year, procurement throughput has reached \$850M that includes the Procurement Services (\$612M), GAVI funding (\$189M) and regular programme products and services (\$49M).

In this area, Procurement Services is a strategic programmatic tool that enables UNICEF partners to procure essential supplies and services through UNICEF's global knowledge, purchasing capacity and logistics experience.

Job organizational context:

The **Supply and Logistics Specialist** reports to the **Chief, Supply and Procurement** as per the Country Office set-up and is responsible for managing the Procurement Services Transactions in collaboration with programme sections and UNICEF Supply Division (SD), Copenhagen.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

- 1. Management of the Procurement Services/Logistics team**
- 2. Supply Chain service delivery and emergency response:
Management of ongoing and new PS transactions in collaboration with programme sections and UNICEF SD, Copenhagen**
- 3. Collaboration with programme and implementing partners**
- 4. Technical, advisory support to government/national systems**
- 5. Innovation, products and markets**

1. Management of the Supply team

- Prepare the annual work plan for the Supply team; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
- Supervise and coach team members, ensure timely performance management of staff. In collaboration with Supply Division, Regional Office and the global supply community, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team.
- In consultation with supervisor, ensure establishment and maintenance of operational capacity to handle CO supply chains, including staffing (appropriate staffing structure, timely recruitment, clarity of roles and responsibilities) and contracting of third party services if applicable (e.g. customs clearance, warehousing, transport, distribution)

2. Supply chain service delivery and emergency response

- In consultation with supervisor, provide input to the Country Programme Action Planning and advice on Supply requirements for the Plan of Operations and Annual Work Plans. Ensure appropriate planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services.
- 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.
- Manage ongoing and new Procurement Services transactions in collaboration with programme sections and UNICEF SD, Copenhagen.
- Monitors overall PS transactions and facilitates an efficient and effective PS workflow, by addressing the bottlenecks and gaps and improving the processes, in close coordination with PSC in SD and national counterparts.
- Ensure that PS partners complete the necessary registration formalities prior to requests for Cost Estimates (CE);
- Carry out preliminary screening of all PS requests from government and NGO partners for consistency with UNICEF policy and mandate; ensures that PS partner submit complete information with clear and complete specifications for supplies, distribution plans and delivery schedules.
- Forward all appropriate PS requests to SD for preparation of CEs and liaises with partners to provide any clarifications required by focal points in SD to ensure timely and complete costing of requests.
- Monitors the incoming pipeline of PS shipments. If required based on the division of responsibilities agreed on the applicable MoU and CE, supervises the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point
- Provides necessary support to end users for the correct use and maintenance of the technical equipment procured under PS.
- Liaises with PS customers on any assistance that may be required regarding for customs clearance, receipt or in-country logistics of PS supplies to be arranged by the partner.
- Receives copy of final statement of accounts from SD and forwards to PS partner; follows up with partners on the required action with any remaining balances.
- Participate in high level emergency coordination, implementation and monitoring meetings with internal and

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external partners and establish close collaboration with Logistics Cluster/National Logistics Working Group.

- 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 approaches and initiatives in supply chain management.

Immunization Specific

- Contributes to national vaccine forecasting exercises, taking into consideration current stock levels, shipments in pipeline, introduction of new vaccines, etc.
- Works with EPI Department in strengthening the monitoring of vaccine distribution chain from central stores to service delivery point, to ensure proper cold chain is maintained throughout the supply chain.
- Closely monitors Gavi funded vaccine procurement managed by UNICEF, including communication and follow up with Government to ensure timely processing of annual co-financing obligations
- Provides advice and facilitates training on links and synergies for Cold Chain logistics and Vaccine Management with the procurement and supply management of routine immunization and, where appropriate, other essential health commodities.
- Develops protocols and guidelines to conduct thorough vaccine management assessments to identify gaps in supply management and cold chain and means to rectify them. Provides support in undertaking the Effective Vaccine Management (EVM) assessment, and in developing and implementing the EVM-based Improvement Plan.

3. Collaboration with programme and implementing partners

- 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.
- Provide supply input to donor dialogue, and support development of supply components of proposals to donors including budgeting and use of innovative financing mechanisms for supplies, services and construction works.
- Develop and maintain partnership and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement.
- Develops and maintains a strategic framework for the identification, planning and implementation of procurement services projects. Ensures appropriate linkage of the PS engagement with Country Programme results frameworks and workplans.
- Liaises with UNICEF programme staff on PS issues relevant to their areas of work and introduces PS to their government counterparts as needed.
- Coordinates the development of new operational frameworks (e.g. Memorandum of Understanding - MoU) for procurement services, or the amendment of existing ones, in close collaboration with Supply Division, government and other concerned parties.
- Prepares materials for response to media and public inquiries, information and questions on all aspects of Procurement Services in close consultation with the relevant programme section, Procurement Services Centre (UNICEF SD), and CO management.

4. Technical and advisory support to government/national systems

- Promote/drive supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children.
- Ensures that, while providing Procurement Services, UNICEF contributes to capacity building of the relevant government entities responsible for different segments of the supply chain, both at central and subnational level.
- Provides technical assistance to government counterparts, in collaboration with programme sections, Supply Division and other partners, with respect to: procurement planning, forecasting, supply financing, procurement execution, warehousing, distribution, supply chain monitoring, monitoring and evaluation of results, etc.
- Supports relevant programme sections in policy and advocacy dialogue with Government, development

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partners and other stakeholders in issues related to the strengthening of the national supply chain for Health and Nutrition programmes

- Contributes to the preparation of government and partners' Procurement and Supply Management plans.
- Acts as focal point when dealing with requests from Government to support supply chain system capacity building. Reviews comparative advantage of UNICEF to provide assistance, and coordinates input from both programme and supply into the process.
- Participates in relevant national Technical Working Groups, Committees and other taskforces or advisory bodies on supply chain management for health commodities.
- Establishes the relevant links between capacity gaps identified by development partners, UNICEF programme priorities and on-going UNICEF supply engagement. Informs programme planning discussions in order to align UNICEF activities with identified gaps and bottlenecks in supply systems.

5. Innovation, products and markets

- 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.
- Further to analysis of supply spend and related procurement strategies, in collaboration with supervisor run initiatives to ensure local market development where relevant.

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.

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 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)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

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.

VII. Recruitment Qualifications

<p>Education:</p>	<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>Experience:</p>	<p>A minimum of five (5) years of relevant experience, at the national and/or international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required. Additional years of such experience are an advantage.</p> <p>Understanding of development and humanitarian work.</p> <p>Emergency experience an advantage.</p> <p>Health supply chain management experience an advantage.</p>
<p>Language Requirements:</p>	<p>Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF's work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?* If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"Direct" contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "Personally-identifiable information", in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a "child data role".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations)</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

¹ Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No 'baseline' vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training).

² i.e. the role-risk will be compounded by other residual risks.