

## **Supply Officer, NO-B, FT, Niamey, Niger #3783**

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

**For every child, a Champion!**

**How can you make a difference?**

### **Organizational Context**

Niger is a landlocked Sahelian country with a population of 19.2 million people, more than half of whom are under the age of 15. Almost half of the population is also poor, despite a reduction in the poverty rate over the past decade. The indicators are particularly alarming for women and children. Through its 2022-2026 Country Programme, UNICEF is working for the full realization of children's rights and the reduction of disparities, with the aim of achieving equity. The country's programme is structured around six components: child survival, nutrition, education, child protection, communication for development, and social policy, planning, monitoring and evaluation. UNICEF operates from the capital, Niamey, as well as in three area offices. UNICEF is supporting the relief and development efforts of the Government of Niger.

Close follow up of the implementation of the office supply plan and subsequent procurement process, from initial requisitions to goods receipts and final invoices. The incumbent will have to maintain daily collaboration with programme staff and ensure that all steps of the procurement process are under control and in tune with programme requirements and constraints. Incumbent will liaise with the logistics component of the supply team to ensure efficient delivery.

### **Purpose of the Job**

Under the supervision of the Supply Specialist, the incumbent of this post will focus on supply plan consolidation and implementation: procurement of goods, supplies and equipment, solicitation, sales orders and purchase requisition review, local LTA setup for goods and services, CRC submissions, Pos and DPOs, pre-delivery inspection, supplier database update, vendor

sourcing and performance evaluation, link procurement with logistics and delivery, end user monitoring, filing.

### **Key functions, accountabilities and related duties/tasks**

#### **1. Provide rapid and relevant assistance and support to evolving supply needs and situations facing children and families, including emergency situations, with a priority on achieving value for money**

- Support logistics/supply planning through coordination with Operations/Programme Sections, specifications and supply and logistics arrangements, facilitating cost-effective efficient procurement, clearance, storage and distribution of supplies and equipment to project sites, in support of the country programme implementation.
- Assist in the Country Programme strategy planning review to recommend on supply requirements and to provide support in the preparation of Plan of Operations and Plans of Action. Assist in the implementation of supply/logistics component of the Country Programme, including systems for storage and distribution of supplies to all project sites.

#### **2. Implement sound, accurate supply/logistics management systems, procedure and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability**

- Maintain effective working relations and contact with the Supply Division, Copenhagen, to confer on supply procurement and shipping policies and procedures. Advise the country office on policies and procedures impacting on offshore and local procurement and delivery. Maintain link with Copenhagen on transnational shipments, deliveries, claims and appropriateness of supplies.
- In absence of Chief Supply or his/her alternate, act as secretary and adviser to the CRC; Establish and maintain a system of contact with customs and port/airport authorities at national ports of entry on the clearance of UNICEF supplies, in keeping with established protocol. Contribute to the negotiation of standby agreements with relevant private business companies for country offices effective local procurement of supplies as well as for fielding of supply assistance to projects sites/End users.
- Supervise the staff in preparation of appropriate documentation: cash and supply requisitions, purchase orders, CRC submissions, etc.
- Participate in the preparation/compilation of the supply status reports required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc.
- Regularly develop and communicate accurate inventory tracking, inventory aging and incoming supplies information.

#### **3. Support UNICEF as well as Government capacity-building in order to enhance efficient, effective and timely supply delivery**

- Plan, design and conduct training for UNICEF's staff/consultants and counterparts in supply management, customs clearance, distribution and inventory of supplies and equipment in order to improve supply delivery.
- Assists in the identification of training needs and plan training activities in supply administration for UNICEF's staff/consultants and counterparts, to improve supply delivery.

#### **4. Conduct and monitor effective procurement, local, regional and/or offshore, with a goal to attain lowest cost without sacrificing quality as applicable**

- Undertake field visits to project sites and monitor inventory and supply inputs. Proposes corrective actions to improve logistical procedures.
- Conduct local procurement through issuance of tenders, bid adjudication and contract management. Identify and recommend potential local suppliers. Maintain data on and evaluate local supply sources' overall performance, (competitive pricing, product quality and timely delivery). Assess supply operations and control mechanisms and propose appropriate actions.

#### **5. Collaboration and Partnerships**

- Coordinate with the Programme Sections on supply planning, providing technical support on specifications, units costs and TADs as well as providing advice on supply requirements in the development of the supply component of the Country Programme.
- Provide advice to the Country Office, Government and implementing partners on offshore and/or local procurement policies and procedures, delivery and utilization of UNICEF supplies and equipment; coordinate with the Supply Division, Copenhagen, on supply policy and/or activities.
- Team with the Programme Section and other members of the Operations Sections to facilitate procurement as well as efficient customs clearance, storage and distribution of supplies and equipment.
- Maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in supply and logistics activities, including distribution, and monitoring supply inputs and inventory.

#### **Impact of Results**

In Niger, supplies are more than 40% of the office programme, therefore effective implementation of the office supply plan has a direct impact on programme efficiency and results, in terms of costs, timing and quality.

**To qualify as an advocate for every child you will have...**

#### **Education:**

A university degree is required in Business Administration, Management, Economics, Engineering, International Development, Contract/commercial law or in directly related areas of specialization, including credited courses in supply, logistics, purchasing or

contracting. Or a recognized qualification in procurement and contracting. Educational qualification in relevant areas (transport or logistics operations/management, supply Chain Management, etc).

**Experience:**

Two (2) years of relevant professional experience. Both national and international work experience in supply, logistics, purchasing, contracting and administration and/or other related fields. Work experience in emergency duty station.

**Language Requirements:**

Fluency in French and good working knowledge of English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) is an asset.

**For every Child, you demonstrate...**

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

**The UNICEF competencies required for this post are...**

- (1) Builds and maintains partnerships
- (2) Demonstrates self-awareness and ethical awareness
- (3) Drive to achieve results for impact
- (4) Innovates and embraces change
- (5) Manages ambiguity and complexity
- (6) Thinks and acts strategically
- (7) Works collaboratively with others

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. [The UNICEF family is committed to include everyone](#), irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a [wide range of measures to include a more diverse workforce](#), such as paid parental leave, time off for breastfeeding purposes, and [reasonable accommodation for persons with disabilities](#). UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18). UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

#### **Remarks:**

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable ***female candidates*** are encouraged to apply.

Government employees who are considered for employment with UNICEF are normally required to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (i.e., application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).

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