UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

**For every child, a safe home**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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. Therefore, 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 Country Programme of Cooperation between the Government of Mozambique and UNICEF (CPD) for 2022-2026 aims to support Mozambique to accelerate efforts towards achieving the targets of the 2030 Agenda for Sustainable Development and meeting its commitment to respect, protect and fulfil the rights of children, in line with the Convention on the Rights of the Child (CRC) and the Core Commitments for Children in Humanitarian Action. It derives from the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022–2026 and aligns with the Government Five-Year Plan 2020–2024, the National Development Strategy 2015–2035 and relevant sector policies and programmes.

For more information about UNICEF Mozambique's work please follow [this link](https://www.unicef.org/mozambique/).

You can also access and explore all new UNICEF vacancies via the UNICEF Mozambique website [link herein](https://www.unicef.org/mozambique/en/work-us).

**How can you make a difference?**

The Procurement Officer reports to the Supply and Logistics Manager as per the Country Office set-up for supervision and guidance. The Procurement Officer provides technical and operational support to the supervisor and is responsible for managing the end to end supply function of a wide range of product group for a medium sized UNICEF country office.

**Purpose of the job:** The Procurement Officer will also manage specific projects in a timely manner in support of programme implementation. The supply chain operations include planning, procurement, contracting in close coordination with programme sections and Logistics team customs clearance, warehousing, in-country transport, and distribution, with methodical approach to monitoring of supplies and service ensuring timely delivery of quality product and service. The incumbent supports management collaboration with programmes in defining procurement 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.

**Summary of key functions/accountabilities:**

1. Lead smooth procurement operations in the Country Office
2. Undertake end to end procurements to support programme implementation
3. Supply chain service delivery
4. Provide guidance and collaboration with programme and implementing partners proposing best approach while identifying gaps and needs
5. Supervision of the procurement team consisting of four staff members

**For more information, the detailed job description, please find attached:** 

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

* A Bachelor’s degree is required in Business Administration, Management, Economics, Supply Chain Management, Procurement, Contract/Commercial Law, International Development, or related social science field.
* A minimum of five (2) years of progressively responsible professional experience in supply, procurement, contracting, administration and/or other directly related technical fields is required.
* Knowledge of wide range of product group and services
* Strong experience in procurement of goods and contracting of services
* Strong understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
* Experience in and understanding of development and humanitarian work.
* Experience in emergency response from a procurement perspective is an advantage.
* Experience in team supervision is an asset
* Language Fluency in English and a Portuguese is required.

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

UNICEF’s values of Care, Respect, Integrity, Trust, Accountability, Sustainability (CRITAS) and core competencies in the following:

* Builds and Maintains Partnerships
* Demonstrates self-awareness and ethical awareness
* Drive to achieve results for impact
* Innovates and embraces change
* Manages ambiguity and complexity
* Thinks and acts strategically
* Works collaboratively with others

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](https://unicef.sharepoint.com/sites/DHR-UCF/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FDHR%2DUCF%2FSiteAssets%2FSitePages%2FDHR%2DUCF%2FCompetency%20Framework%20Brochure%2Epdf&parent=%2Fsites%2FDHR%2DUCF%2FSiteAssets%2FSitePages%2FDHR%2DUCF).

[UNICEF is committed to diversity and inclusion within its workforce](https://www.unicef.org/careers/equity-inclusion-and-diversity-unicef), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](https://www.unicef.org/careers/compensation-benefits-and-wellbeing), including paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

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 also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. 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.

**Remarks:**

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

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

UNICEF appointments are subject to medical clearance.  Issuance of a visa by the host country of the duty station, which will be facilitated by UNICEF, is required for IP positions. Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (COVID). Government employees that are considered for employment with UNICEF are normally required to resign from their government 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.

There will be no relocation package offered for this post. The successful candidate will be responsible for his/her own relocation and settlement in the city where the post is based.

There is a salary calculator tool for local staff through [this link](https://info.undp.org/gssu/onlinetools/SalCalcLocal/SalCalcLocal.aspx) <https://info.undp.org/gssu/onlinetools/SalCalcLocal/SalCalcLocal.aspx>. Please run simulations for an estimate of monthly and annual salary based on the post’s level and location. When running the simulation, please select Mozambique (NEW) as the Duty Station