



SPECIFIC JOB PROFILE

I. Post Information

Job Title: Contract Associate
Supervisor Title/ Level: Contract Officer, NOB
Organizational Unit: Operations - Supply & Procurement, Dhaka
Post Location: Dhaka, Bangladesh

Job Level: G6
Job Profile No.:
Job Classification Level:

II. Strategic Office 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.

Purpose for the job:

Under the supervision of the Contracts Officer (NOB), the Contracts Associate (GS6) is responsible for assistance and support to the Contracting Unit within Supply Section, ensuring full compliance of procurement activities for Institutional Contractors within the applicable UNICEF rules, regulations, policies and strategies, in the management of contracting of services requirements with access to VISION. The contracts Associate (GS6) provides effective services to the program/requisitioning sections, ensuring accurate and timely processing of purchase requisitions and requests up to the completion and closure of the contract/order, with the overall goal of meeting the needs and requirements of the customers.

Overall, the incumbent will:

1. Support the Procurement processes for Institutional Contracts
2. Support the Implementation of sourcing strategy
3. Support the Facilitation of knowledge building and knowledge sharing

III. Key functions, accountabilities and related duties/tasks:

1. Provides support in Receiving and reviewing supply requisitions and requests to ensure quality and adequacy of information, checks accuracy of specifications/Terms of Reference/Statement of Works, delivery dates, confirms availability of funds and obtain additional information from program sections when required. Monitor assigned requisitions to ensure completion of contracting/procurement actions in a timely manner.
2. Provides support in preparation/draft bid solicitation documents for contracting of services, requests for price quotations; and related correspondence for review/approval by the supervisor.
3. Supports in the distribution of bid documents to the approved and listed suppliers, obtain quotations, and coordinate bid opening with the relevant bid opening unit; coordinate with the Technical Panel for technical review of offers received; compile price tabulation with price ratings and recommendations for contract/order placement; draft CRC submissions and related correspondence.
4. Based on approvals granted on the procurement decisions, drafts purchase order/contract documents and prepares Long Term Arrangements as necessary for supervisor's signature; ensures distribution of signed purchase order/contract documents to all authorizing officials. Distributes to supplier(s) and ensure receipt of acknowledgement.
5. Pro-actively follows up on placed purchase orders/contracts and deliveries with all parties concerned in order to ensure timely and safe delivery of goods/services. Prepares and provides timely and regular status / monitoring reports to program/requisitioning sections. Ensure performance evaluation reports of suppliers are received from the program/requisitioning sections in a timely manner as stipulated in the purchase order/contract.
6. Provides support in the review and consolidation of the annual Supply Plan including updating and monitoring of requisitions against plan; proactively liaise with program/requisitioning sections on the plan and highlight any potential delays; expiring funds.
7. Maintains manual & automated procurement files & records according to UNICEF guidelines; maintains procurement/contracting supply & vendor reference database/library.
8. Prepare statistical information pertaining to, Supply Plan implementation rate, expiring contracts with opening balances, single source contracts and any other reports as required by the supervisor.
9. Support the implementation of the internal control system that ensures POs are duly drafted & prepared and dispatched for signature.
10. Timely undertake corrective actions on POs with budget check errors and other problems.
11. Monitoring of PO status by preparing monthly and ad-hoc management reports. This includes maintaining an updated database of contracts as well as a database to closely follow up contract's expiration, and follow up on prompt renewals if needed, or its closure.
12. Support the Facilitation of knowledge building and knowledge sharing.

IV. Impact of Results

1. Due attention and monitoring of the Supply Plan, scrutiny of expiring grants/funds and timely and correct ordering/contracting has a direct impact on program implementation.
2. Objectives and instructions are provided by the supervisor, but on-going tasks are performed independently. Consults with supervisor(s) to resolve problems and complex issues. Work is normally reviewed upon completion for accuracy and compliance with established systems and procedures.

3. Recommendations regularly made on procurement/contracting of supplies/services. Incorrect interpretation and application of UNICEF Supply policy guidelines will affect office output/program implementation, cause financial damage and will have a negative impact on office operations.

The key results have an impact on supporting Programmes by timely contracting of services from vendors that offer the best value for UNICEF's money. Prompt processing of critical transactions will enhance the efficiency of the unit and enhance client satisfaction.

V. Competencies and level of proficiency required

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core competencies

- 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)

VI. Recruitment Qualifications

Education:

Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.

Experience:

A minimum of 6 years of relevant administrative experience in supply chain management or a commercial context is required.

Understanding of development and humanitarian work is an advantage..

Language Requirements:

Fluency in English and National Local Language is required.

Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

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 checked="" 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 checked="" 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.