

I. Post Information	
Job Title: Supply Specialist Supervisor Title/ Level: Chief of Supply and Logistics Organizational Unit: Supply and Logistics Post Location: Country Office	Job Level: Level 3 Job Profile No.: CCOG Code: Functional Code: Job Classification Level: Level 3
II. Job Overview	
<p>The Supply Specialist reports to the Senior Supply and Logistics Manager and is responsible for managing the Procurement unit. The Procurement unit covers the country office supply planning, budgeting, market analysis, solicitation, receipt and opening of bids, tender evaluations, contracts review committee, issues purchase orders/contracts, does product quality inspections, as well as monitoring of supplies, services, construction works and reporting. The incumbent supports management collaboration with programmes in defining supply 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.</p> <p>Under the direct supervision of the Senior Supply & Logistics Manager, manage and supervise the local procurement unit for UNICEF Sierra Leone country Office.</p>	

III. Key Function, Accountabilities and Related Duties/Tasks
<p>Summary of Key Functions/Accountabilities:</p> <ol style="list-style-type: none"> 1. Management of the Supply Team 2. Supply Chain Service Delivery and Emergency Response 3. Collaboration with Programme and Implementing Partners 4. Technical, Advisory Support to Government/National Systems 5. Innovation, Products and Markets
<p>1. Management of the Supply team</p> <ul style="list-style-type: none"> • 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)
<p>2. Supply Chain Service Delivery and Emergency Response</p> <ul style="list-style-type: none"> • 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, including establishment of long-term agreements (LTAs) where relevant. Ensure effective procurement of goods, contracting of services and construction works, while maintaining the highest level of integrity, ethical standards and accountability.
- Ensure timely customs clearance of supplies entering the country. Ensure appropriate warehousing, inventory management and in-country transport in support of the country programme implementation.
- Ensure appropriate vendor management practices e.g. supply performance reviews are established and applied.
- Analyze supply dashboards, implementation rates of key performance indicators and supply information/data from various systems and conduct root cause analysis of supply chain bottlenecks and challenges, with a view to drive improvements and ensure efficient and effective supply chains for children.
- In consultation with supervisor, develop an emergency supply & logistics strategy based on risk assessment analysis and Programme assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is established in line with Core Commitments for Children in Humanitarian Action (CCC) and implemented (establishment of relevant LTAs and frame agreements for emergency response, prepositioning of stock, and training of staff in the country office).
- Participate in high level emergency coordination, implementation and monitoring meetings with internal and external partners and establish close collaboration with Logistics Cluster/National Logistics Working Group if such is activated/existing.
- 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.

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.
- Support assessment of and collaboration with implementing partners including civil society, establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).
- Develop and maintain partnership and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement.

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.
- Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
- Advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement.

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 Competencies 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)

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

Education:	<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>*A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with seven (7) 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 five (5) years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration 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 (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>

VII. Signatures- Job Description Certification

Name:	Signature	Date
Title: (Head Operations)		
Name:	Signature	Date
Title: (Representative)		