**UNITED NATIONS CHILDREN’S FUND**

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| **Duty Station:** Bujumbura**Section/Division:** Supply & Logistics**Level:** P3-Temporary Appointment**Duration:** 364 days **Title:** Supply & Logistics Specialist |
| **PURPOSE OF POST**: 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.The **Supply and Logistics Specialist** is responsible for managing the supply chains of a small sized country office, and/or small sized emergency response operation, or elements of the supply chains of a larger supply operation. The supply chain operations include planning, procurement, contracting, customs clearance, warehousing, in country transport and distribution, as well as monitoring of supplies, services and construction works. 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 | **REPORTS TO**: Supply & Logitics Specialist**NUMBER/LEVEL OF POSTS SUPERVISED**: 0 |
| 1. **Supply Chain service delivery and emergency response**
* In consultation with supervisor, provide input to the Country Programme Action Planning and advice on Supply requirements. monitoring and evaluation of the supply chain operations, including monitoring of performance indicators, and assessment of fit for purpose of products and services.
* Monitor and review supply spend, and draft procurement strategies based on category management to focus on strategic, essential supplies and services that contribute to results for children and support the establishment of long-term agreements (LTAs) where relevant. Maintain highest level of integrity, ethical standards, and accountability in the procurement of goods, contracting of services and construction work.
* Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Participate in warehousing, inventory management and in-country transport in support of the country Programme implementation. Keep stakeholders/partners informed on the progress.
* 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.
* Participate in the development of 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).
1. **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 Programme, for delivery of results for children.
* Participate in events/meetings that build partnerships and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement.
1. **Technical and advisory support to government/national systems**
* Provide input to promoting of 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 supply chains for children, in close collaboration with supervisor and Programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
1. **Innovation, products and markets**
* Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with supervisor and Supply Division.
* Support initiatives for 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, support initiatives to ensure local market development where relevant.
 | **QUALIFICATIONS AND COMPETENCIES:** ***Education*:** 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.\*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.***Work Experience*:** 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. Understanding of development and humanitarian work.Emergency experience an advantage. Health supply chain management experience an advantage.***Language*:** Fluency in French & English is required. Knowledge of another official UN language (Arabic, Chinese, Russian or Spanish) or a local language is an asset.**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)
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**Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Chief of Section Head of Office**