



## UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

### I. Post Information

Job Title: **Supply Chain Specialist (Health)**  
Supervisor Title/ Level: **Immunisation Specialist (P-3), ZAM23008**  
Organizational Unit: **Programme, Health and HIV**  
Post Location: **Lusaka, Zambia Country Office**

Job Level: **Level 3**  
Job Profile No.: **ZAM23004**  
CCOG Code:  
Functional Code:  
Job Classification Level:

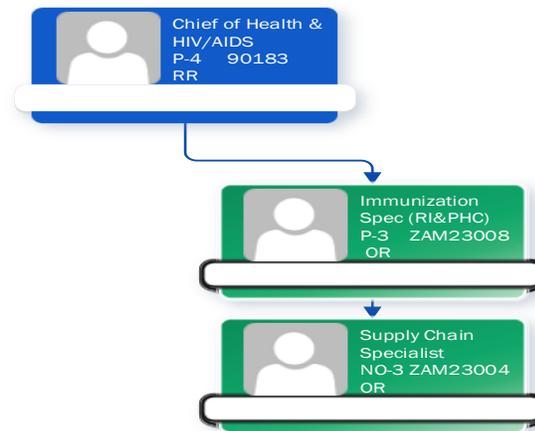
### II. Organizational Context and Purpose for the job

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 favouritism. 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 fulfil 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.

#### **Strategic Office context:**

UNICEF Zambia Country Programme (2023-2027) is aligned with the Government Republic of Zambia's (GRZ) Vision 2030 and Eighth National Development Plan (8NDP), and the United Nations Sustainable Development Cooperation Framework (UNSDCF) 2023–2027. The programme supports GRZ to provide all children, including adolescents, with opportunities to fulfil their rights and develop to their full potential. The country programme is guided by the principles of children's rights, equity, gender equality, inclusion, and resilience, and supports evidence-based, integrated, and innovative programming. The country programme focuses on sectoral programming for health and HIV/AIDS; nutrition; quality learning and skills development; child protection; climate-resilient water, sanitation, and hygiene; and social policy, while also addresses the cross-cutting issues such as early childhood development (ECD) and adolescent development and participation. The country programme coordinates cross-cutting support, including planning, monitoring, evaluation, and reporting; cross-sectoral approaches like social and behaviour change (SBC); communication and advocacy; resource mobilization and partnerships; gender- and disability-sensitive programming; and operational support. The programme is based on 'leaving no-one behind', realizing 'rights for all children and adolescents in Zambia'.

The Health and HIV programme supports the UNSDCF outcome on people, aimed at ensuring that women, new-borns, children, and adolescents, especially those from vulnerable groups, utilize quality, comprehensive, gender-, age- and shock-responsive health and HIV services and benefit from nurturing practices and essential supplies. UNICEF ZCO's one of the core commitments is to improve GRZ Ministry of Health capacity on health sector Supply Chain Management (SCM) and Supply Chain Systems Strengthening (SCSS), specifically, through establishing the procurement system at the Zambia Medicines and Medical Supplies Agency (ZAMMSA). This is to enhance country's longer-term capacity of managing the entire supply chain of health sector by ZAMMSA, as per the new ZAMMSA Act 2021, under which the ZAMMSA is also mandated to procurement of medicines and medical supplies. Under the new Act, the agency (ZAMMSA) is now responsible for overall supply chain management including technical forecasting with quantification; technical specification, planning, and budgeting; procurement and shipment; warehousing; in-county distribution up to last-mile delivery; and the supply end-user monitoring and reporting. UNICEF Zambia Health and HIV section, with support of ZCO Supply Team, Regional Supply Team and Supply Division Copenhagen Supply Chain Strengthening Centre (SCSC), is mandated to provide technical assistance, in collaboration with in-country health sector supply chain partners to coordinate, leverage, and deliver required technical, operational, and administrative support to ZAMMSA on supply chain systems strengthening that will be driven by the Supply Chain Specialist (Health).



**Purpose for the job:**

The **Supply Chain Specialist (Health)** reports to the **Immunisation Specialist (P-3)** as per the Zambia Country Office (ZCO) set-up and is responsible for coordinating, leveraging, and channelling UNICEF's supply chain systems strengthening technical assistance to MoH and ZAMMSA. The supply chain technical assistance to channel to GRZ/MoH and ZAMMSA encompasses technical forecasting with quantification; technical specification, planning, and budgeting; procurement and shipment; warehousing; in-county distribution up to last-mile delivery; and the supply end-user monitoring and reporting. The incumbent will support the programme to collaborate with CO/RO Supply Sections and SD-SCSC in defining and prioritising supply chain strategies and interventions to meet the needs of supply chain systems strengthening and management functions towards achieving the results of improved essential health commodities security for children, adolescents, and women; through providing technical and advisory support to governments, national systems, and partners on supply chain management.

### **III. Key function, accountabilities, and related duties/tasks**

#### **Summary of key functions/accountabilities:**

- 1. Technical and advisory support to government/national systems**
- 2. Collaboration with operations, programmes and implementing partners**
- 3. Innovation, products, and markets**
- 4. Supply Chain service delivery and emergency response**
- 5. Advocacy, Networking and Partnership**

#### **1. Technical and advisory support to government/national systems**

- Promote/drive supply chain system strengthening and change management initiatives with governments and partners, including facilitating the establishment of technical working groups/committees for coordination, to ensure efficient and effective supply chains for children, adolescents, women, and men.
- Provide input to capacity development initiatives around health sector supply chain management, and health systems strengthening, in close collaboration with health sector supply chain partners, ZCO supply team, UNICEF regional supply team, and SD supply chain strengthening centre.
- Advisory support to Governments/national systems in defining and determining supply solutions for children, adolescents, and women such as use of procurement services; supply financing solutions; local market development; private sector engagement.
- Technically lead and/or contribute to the development of national policies, procedures and guidelines for innovation and best practices on system strengthening to ensure sustainability, optimum efficiency and efficacy in procurement and supply chain management (PSCM) for health commodity security.
- Provide technical assistance in the development, implementation, and monitoring of the PSCM sectoral and inter-sectoral workplans for effective and efficient delivery of the HSS component
- Participate in strategic PSCM evaluation and review exercises and sectoral planning and reviews meetings with Government counterparts and implementing partners
- Ensure exchange of knowledge, information, experience, or lessons learned and provide solid technical recommendations on directions for PSCM to improve effectiveness of the existing system and on introduction of new initiatives for procurement and supply chain management of health commodities.

## **2. Collaboration with operations, programmes and implementing partners**

- In collaboration with supervisor, develop close collaboration with supply and operations sections through involvement in programme design, planning, and preparation for implementation of supply chain systems strengthening functions management, monitoring, and evaluation. Establish accountability framework with programmes, and operations 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 and services.
- Bring coherence, synergy and added value to sectoral or project management processes using results-based management approach to planning and design, implementation, monitoring, and evaluation (including end-user monitoring)
- Working with UNICEF health section team, support the forecasting, procurement, warehousing, and distribution of medical supplies to NGO implementing partners (IPs) and state/regional health authorities
- 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.
- Monitor health supplies in UNICEF Warehouses, compile regular reports to flag expiring and aging supplies
- Liaise with the logistics unit on dispatches, coordinate with IP on all matters related to release orders and confirmation of receptions.

## **3. 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 systems strengthening and management.
- Further to analysis of supply spend and related procurement strategies, in collaboration with supervisor run initiatives to ensure local market development where relevant.

#### **4. Supply chain service delivery and emergency response**

- 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.
- Analyse supply spend and develop procurement strategies based on category management 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.
- Analyse 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.

#### **5. Advocacy, Networking and Partnerships**

- Build and sustain effective close working partnerships and networks to ensure exchange of information, experience, identify new strategies and courses of action to improve delivery of services with key stakeholders to achieve overall PSCM requirements and objectives.
- Coordinate and work closely with ZAMSSA and other key stakeholders in resuscitating and ensuring functionality of the various sector technical working groups on procurement and supply chain management of health commodities for overall commodity security.
- Prepare communication and information materials for country office programme advocacy, promote awareness, establish partnerships/alliances and support fund raising for programmes for PSCM
- 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 teams.

## 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 competency Required (based on the updated Framework)

### i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

### ii) 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. 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 analyse 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.

<b>VII. Recruitment Qualifications</b>	
Education:	An advanced university degree is required in Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health Systems, Health Services Development, Public Health, or related social science field.
Experience:	<p>A minimum of five (5) years of relevant experience, at the national and international levels, in public sector supply chain management and systems strengthening functions including setting-up of logistics, procurement, and contracting systems, and/or other directly related technical fields is required.</p> <p>At least 3 years of Health Systems Strengthening (HSS) and health sector supply chain management experience is required.</p> <p>Experience in health procurement processes in particular procurement planning, forecasting and quantification is considered an asset,</p> <p>Understanding of development and humanitarian work is an asset.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or a local language is an asset.