



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

JOB DESCRIPTION TYPE: Specific Job Description
POST NUMBER/ CASE NUMBER:
POST/CASE NUMBER OF SUPERVISOR: S&L
Specialist P3
REASON FOR CLASSIFICATION: Establish
REGION/DIVISION: MENA
COUNTRY: Yemen
DUTY STATION: Sana'a
OFFICE:
SECTION:
UNIT: S&L Section

CATEGORY: IP
PROPOSED LEVEL: P2
JOB TITLE: Supply Officer
Functional Code: SUP
ICSC CCOG Code: 1A09

II. Organizational Context and Purpose for the job

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

The fundamental mission of UNICEF is to promote the rights of every child at all times, focusing on equity and emphasizing the needs of the most disadvantaged and excluded children and families. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias, or favoritism. Supply Division's work continues to be a direct input to development programmes, including delivery of supplies required by programmes working towards the UNICEF SP result areas, and revolves around innovation, influencing markets, supply chain optimization and capacity development.

Procurement centers are responsible for the supply operation, including strategic market intelligence, forecasting, procurement, delivery, innovation and analysis of product groups and procurement strategies. The contracting function leads in expertise on the supply landscape, markets, value for money and interaction with global partners to increase access and sustainable supply which can be accessed by government buyers. The incumbent provides support to optimization projects and is responsible for technical assistance and knowledge management, including knowledge sharing via communication pieces on key products/markets and publication of information.

Job organizational context

This position is in the Supply unit which is part of the Operations Section in Yemen Country Office. The position reports to the Supply and Logistics specialist.

Purpose for the job

Under the general guidance of the Supply and Logistics Specialist, the incumbent is expected to support all sections in all supply contracting processes in accordance with UNICEF Rules and Regulations and to participate in planning, development, and execution of procurement of the selected portfolio of services, including proposing method of purchase, to support and ensuring quality delivery of such services.

III. Key functions, accountabilities, and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Works closely with programme colleagues on helping forecast and on the development of Annual Supply Plans.
2. Provides technical support on specifications/Terms of Reference, facilitating efficient procurement.
3. Ensures all procurement activities are in compliance with the UNICEF Financial Rules and Regulations, SD Manual, and all other applicable procurement procedures.
4. Provide technical support on analyzing the raising Requisitions (Sales Orders, Purchase/Service Requisitions) and help ensures development of appropriate evaluation criteria, solicitation documents, evaluation of offers, negotiation and formulation of contracts and long-term arrangements (LTAs) with suppliers and contractors.
5. Solicit and evaluate bids/proposals/quotations to ensure overall competitiveness, quality, and conformity to specified requirements, clarifies offers and negotiates with contractors/suppliers, as appropriate.
6. Compile and present procurement data, prepare all relevant supporting documents and recommend approval of the Service Contract, Long Term Arrangements (LTA) or purchase order; may authorize procurements in line with delegated authority, and, in cases where the amount exceeds authorized signature authority, prepare submissions to the Contract Review Committee.
7. Support in review workload and coordinates placement of Contracts and/or Purchase Orders to ensure quick response to requests received from sections.
8. Works in close contact with the other sections in the CO to ensure successful implementation of the procurement cycle.
9. In partnership with all sections, help evaluates Contractors/Suppliers with respect to service delivery performance and commercial acceptability.
10. Provide and update reports on procurement activities, service contracts, POs, LTAs, etc.
11. Any other duties or assignments as requested by the supervisor.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

1. Ensure service-delivery on country programme and procurement services requests that is timely, responsive, and appropriate, achieves value for money and works in concert with national systems and partners. Accomplish such via targeted procurement strategies, including quality and end to end supply chain performance objectives and monitoring.
2. Requirements for coordinated supply and deliveries to sections for the designated needs are met.
3. Contribute to UNICEF Yemen commitments and relationships with strategic partners and contribute to the team's innovation and process improvement activities.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Functional 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

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| Education: | A university degree in business administration, procurement, supply management or technical field is required. |
| Experience: | <ul style="list-style-type: none"> • A minimum of 2 years of in procurement and contracting. • Experience working in the UN environment is an asset. • Demonstrated experience in emergency context and fast responding is required. |
| Knowledge and skills | <ul style="list-style-type: none"> • Knowledge of UNICEF operational policies, procedures, and guidelines, including UNICEF financial regulations and rules • Knowledge of UNICEF emergency programme policies, goals, strategies, approaches and procedures asset. • Extended hands-on experience in using SAP for supply transactions |
| Language Requirements: | Fluency in English and Arabic is required. Knowledge of another UN language is an asset. |