

UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE

JOB TITLE: <u>Supply & Procurement Officer</u> (Services) JOB LEVEL: <u>Level - 2</u> REPORTS TO: <u>Supply & logistics Manager</u> LOCATION: <u>Field (Country) Office</u> Case # : SYR16006	JOB PROFILE NO.: <u>60000264</u> CCOG CODE: _____ FUNCTIONAL CODE: OSL/P-2____ JOB CLASSIFICATION _____
PURPOSE OF THE JOB <p>Under the direct supervision of Operations Manager, Supply/Logistics Specialist, or (Sr.) Programme Specialist, the incumbent administers the supply operations of a relatively simple nature and limited impact, requiring basic professional technical expertise in support of operations and programme objectives. Responsible for effective planning, contracting, procurement, distribution, and inventory management of UNICEF's supplies, in support of the Country Programmes and operations.</p> <p>Contribute to the collaboration with all other UN agencies to accelerate implementation of the Harmonized Business practices for supply and logistic initiatives in line within Reform/coherence.</p>	
KEY END-RESULTS <ol style="list-style-type: none"> 1. Rapid and relevant planning and responses and assistance provided to evolving supply needs for services, including emergency situations, with a priority on achieving value for money. 2. Integrity, standards and accountability monitored, administered and maintained by implementing sound, accurate supply/service management systems, procedures, documentation and accurate reporting. 3. Professional assistance and training provided for capacity-building in order to enhance efficient, effective and timely delivery of services. UNICEF, Government and all implementing partners; accountability is ensured for supply assistance. Government counterparts and implementing partners are orientated and trained in UNICEF supply assistance policies and procedures. 4. Effective market research, procurement, monitoring and evaluation of supplier and quality assurance conducted to attain lowest cost without sacrificing quality. 5. Effective collaboration and partnership in supply/procurements/purchasing/contracting/logistics with internal and external counterparts developed and maintained through better coordination, communication and networking. Effective partnership standby agreement concluded to ensure timely procurement, delivery, utilisation and monitoring of quality and movement of supply assistance, as well as for contingency planning purposes for Humanitarian action in line with the Core commitments for children in Humanitarian action. 	

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KEY ACCOUNTABILITIES and DUTIES & TASKS

Within the delegated authority and under the given organizational set-up, the incumbent may be assigned the primarily, shared, or contributory accountabilities for all or part of the following areas of major duties and key end-results.

1. Provide rapid and relevant assistance and support to evolving service contracts needs and situations facing children and families, including emergency situations, with a priority on achieving value for money.

Coordinate with the Programme Section on planning for services, providing technical support on developing relevant terms of reference and supply administration as well as providing advice on service requirements in the development of the supply component of the Country Programme.

2. Implement sound, accurate contract management systems, procedures and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability.

Act as secretary and adviser to the CRC. Contribute to the negotiation of standby agreements with relevant private business companies for country offices effective local procurement of services.

Conduct local procurement through issuance of tenders, bid adjudication and contract management. Identify and recommend potential local service providers. Maintain data on and evaluate local contractors overall performance, (competitive pricing, product quality and timely delivery).

Supervise the staff in preparation of appropriate documentation: cash and purchase requisitions, contracts, purchase orders, CRC submissions etc.

Regularly develop and communicate accurate records on UNICEF contractual commitments and funds management related to supply chain management.

Maintain effective working relations and contact with the Supply Division, Copenhagen, to confer on supply procurement and shipping policies and procedures. Advise the country office on policies and procedures impacting on offshore and local procurement of services and delivery.

3. Support UNICEF as well as partners' capacity-building in order to enhance efficient, effective and timely service delivery,

Assists in the identification of training needs and plan training activities in contract

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administration for UNICEF's staff/consultants and counterparts to improve service delivery.

Plan, design and conduct training for UNICEF's staff/consultants and counterparts in service contracting and management for enhanced service delivery.

4. Conduct and monitor effective contracting for services at local, regional and/or offshore levels, with a goal to attain lowest cost without sacrificing quality as applicable.

Participate in the preparation/compilation of the contract status reports required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc

Undertake field visits to project sites and monitor contract deliverables in collaboration with programme staff. Proposes corrective actions to improve contract management procedures.

Assess contracting operations and control mechanisms and propose appropriate actions.

Communicate and report quality issues with respect to supplies and/or service agreements.

5. Collaboration and Partnership

Provide advice to the Country Office, Government and implementing partners on offshore and/or local contracting for services policies and procedures, delivery and utilization of funding for defined deliverables and project goals.

Maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in developing, maintaining and delivering critical services related to programme delivery.

JOB GRADE FACTORS ¹

- P2**
- Administer the supply operations of a small size country office or assist a higher level supply officer in a large country or area office.
 - Provide professional support to the supply operations with responsibility of limited technical and operational complexity and impact on service quality, procedures and delivery.
 - Make technical and operational decisions on interpretation and application of supply rules, regulations, policies and procedures in consultation and coordination with supervisor, senior management, and/or Supply Division, as appropriate.
 - Propose technical and operational recommendations on supplies/logistics management (e.g., specification of supplies and mode of shipment/transport) to ensure projects supply

¹ The differences in the grades of jobs and positions reflect various differences, among others, in the nature and scope of work, individual contribution, professional expertise required, organizational context, risks, coordination and networking, engagement, partners, beneficiaries, clients/stakeholders relations, impact of decisions, actions and consequences, and leadership roles.

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deliveries meet targeted goals and deadlines.

- These recommendations facilitate decisions that affect the quantity, quality and timing of supplies delivered in support of UNICEF's assistance to the government and NGO's partners.
- Make recommendations on customs clearance, distribution and storage and ensure efficiency in the supply management system, in support of relief supplies delivery to targeted groups.
- Make professional recommendations to the Head of Office on contract matters.
- Evaluate and make recommendations on potential local suppliers.
- Create local LTA(s) to support country EPRP.
- Manage and account for EPRP supplies.

QUALIFICATION and COMPETENCIES ([] indicates the level of proficiency required for the job.)

1. Education

University degree in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or in directly related areas of specialization, including credited courses in supply, logistics, purchasing or contracting. Or, a recognized qualification in procurement and contracting.
Educational qualification in relevant areas (transport or logistics operations/management, supply change management, etc.)

2. Work Experience

Two years of relevant professional work experience.
Both national and international work experience in supply, logistics, purchasing, contracting and administration and/or other related fields.
Work experience in emergency duty station.

3. Language Proficiency

Fluency in English and another UN language.

4. Competency Profile (For details on competencies please refer to the *UNICEF Professional Competency Profiles*.)

i) Core Values (Required)

- Care
- Respect
- Integrity
- Trust
- Accountability

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- Sustainability

ii) Core Competencies (Required)

- 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)

iii) Technical Knowledge

a) Specific Technical Knowledge Required (for the job)

(Technical knowledge requirements specific to the job can be added here as required.)

- Specialized, standard technical knowledge (product knowledge, market research/analysis) required for essential Supply Management/Purchasing/Contracting (e.g., vaccine, equipment, medical supplies, contracts, customs function, taxation, insurance, etc.).
- Knowledge of relevant Information Technology software

b) Common Technical Knowledge Required (for the job group)

- Knowledge of managing service contracts in the international environment
- Knowledge of supply/contracting/logistics policies, goals, strategies, and approaches
- Knowledge of public procurement principles and processes
- Knowledge of procurement process from procurement planning, to execution to contract management and administration, including procurement methods and tools of good procurement practice
- Knowledge of establishing strategic, long term and sustainable procurement arrangements
- Knowledge of general principles and processes involved in risk management in procurement, including risk analysis and evaluation techniques
- Knowledge of financial and legal implications in procurement process-
- Knowledge of category management
- UNICEF strategic framework for partnerships and collaborative relationships
- Gender equality and diversity awareness.

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- UNICEF Supply Function goals, visions, positions, policies and strategies. (E.g., SUPDIRs, PROs, Executive Directives,)
- Rules and regulations of supply and programme manuals and instructions. (E.g., Supply Field Manual, Programme, Policy and Procedures Manual)

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- Financial circulars and rules, regulations and manual.
- Administrative and Human Resources Rules and Manuals.
- Information and Communication Technology administration
- UNICEF emergency programme and operations policies, strategies, procedures and approaches.
- Rights-based and Results-based management and programming approach in UNICEF.
- Mid-Term Strategic Plan (MTSP); Country Programme Management Plan (CPMP)
- International Code of Conduct
- UN and UNICEF policies and approaches on supply issues involved in harmonization of operations in the common system..
- UN and UNICEF security operations and guidelines.
- Government regulations and laws in the locality (e.g., customs clearance, VAT and other taxation systems).