



## SPECIFIC JOB PROFILE

### I. Post Information

**JOB DESCRIPTION TYPE:** Specific Job  
Description  
**POST NUMBER/ CASE NUMBER:** BAN22032  
**POST/CASE NUMBER OF SUPERVISOR:**  
Contract Specialist (NOC, Post number 41950)  
**REASON FOR CLASSIFICATION:**  
Establishment of new post  
**REGION/DIVISION:** ROSA  
**COUNTRY:** Bangladesh  
**DUTY STATION:** Dhaka  
**OFFICE:**  
**SECTION:**  
**UNIT:** Supply & Procurement

**CATEGORY:**  
**NO PROPOSED LEVEL:** NOA  
**JOB TITLE:** Procurement Officer  
**Functional Code:** SUP  
**ICSC CCOG Code:** 1A09

### II. Strategic Office 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 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.

#### **Strategic office context :**

The Procurement Officer reports to the Procurement Specialist as per the Country Office set-up for supervision and guidance. The Procurement officer provides technical and operational support 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 will primarily support the planning, procurement, contracting and in country transport and distribution part of the supply chain. Procures goods & services in accordance with UNICEF Rules and Regulations based on the supply plan, monitors, reports on supplier performance, ensures goods are distributed as per the plan and liaise with suppliers for follow-up on deliveries.

#### **Purpose for the job:**

Under the direct supervision of the Contracts Specialist provide support in delivering supply component of the country office programmes and operations. Focused on procurement of goods, help develop supply plan, help enhance vendor base; conduct bidding exercise and selection process in line with UNICEF FRRs, issue and manage contracts with view of achieving value for money. Act as a focal point for the UN interagency procurement activities and delivering as One initiative.

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

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

1. Supply Chain service delivery and emergency response
2. Collaboration with programme and implementing partners
3. Effective procurement, local and/or offshore, with a goal to attain lowest cost without sacrificing quality.
4. Collaboration and Partnership

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

- In consultation with supervisor, provide input to the Country Programme Action Planning and on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the 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.
- Help monitor and review supply spend and draft procurement strategies based on category management in order 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.
- 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).

#### **2. Collaboration with programme and implementing partners**

- In collaboration with supervisor, help 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.
- Prepare supply documentation to facilitate 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.

- 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.

### **3. Effective procurement, local and/or offshore, with a goal to attain lowest cost without sacrificing quality.**

- Conduct local procurement through issuance of tenders, bid adjudication and contract management.
- Provide support in conducting market research, identify and recommend potential local suppliers. Gather and maintain data on and evaluate local supply sources' overall performance, (competitive pricing, cost-effectiveness, product quality and timely delivery,).
- Help monitor and assess supply operations and control mechanisms and advises on appropriate actions to take.
- Help monitor progress of offshore and/or regional procurement through regular contacts with the Action Office(s).
- Communicates and reports quality issues with respect to supplies and/or service agreements.

### **4. Collaboration and Partnership**

- Coordinate with the Programme Section on supply planning, providing technical support on procurement specifications and supply administration as well as providing advice on supply requirements in the development of the supply component of the Country Programme.
- Team with the Programme Section and other members of the Operations Section to facilitate procurement and storage and distribution of supplies and equipment.
- Inform Programs of slow moving inventory, upcoming field distributions or deliveries, incoming materials and quality issues to ensure maximum use of available transportation, warehousing space, manpower and other resources.

## **IV. Impact of Results**

The ability of the Procurement Officer to successfully plan and manage the effective and efficient supply chain management of goods and related services 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.

**Describe the type of decisions regularly made and the impact of those decisions.**

- (a) Makes decisions on urgent issues relating to supply specification/TOR, timing and budgeting. Makes purchasing decisions within delegated authority.

- (b) **Describe the type of recommendations regularly made and why they are important.**

Makes recommendations technical in nature, and related to specifications and management issues, as well as to the supply and purchasing process.

- (c) **Describe the most damaging error(s) that could be made in the performance of the job, and their consequences.**

Errors made in specifying supply inputs/ TORs and errors in purchasing directly affect the country programme implementation with all its accompanying problems (damage to programme objectives, reputation, delivery delays, overexpenditure), and would affect the credibility of the organization in the view of the assisted Government

## V. Competencies and level of proficiency required

<u>Core Values</u>	<u>Core competencies</u>
<ul style="list-style-type: none"> <li>▪ Care</li> <li>▪ Respect</li> <li>▪ Integrity</li> <li>▪ Trust</li> <li>▪ Accountability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Demonstrates Self Awareness and Ethical Awareness (1)</li> <li>▪ Works Collaboratively with others (1)</li> <li>▪ Builds and Maintains Partnerships (1)</li> <li>▪ Innovates and Embraces Change (1)</li> <li>▪ Thinks and Acts Strategically (1)</li> <li>▪ Drive to achieve impactful results (1)</li> <li>▪ Manages ambiguity and complexity (1)</li> </ul>

## VI. Recruitment Qualifications

Education:	A 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.
Experience:	<p>A minimum of one year 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>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.