

**UNITED NATIONS CHILDREN'S FUND
TOR**

Duty Station: Bujumbura, Burundi
Section/Division: Supply & Logistics/Operations
Level: P3/TA
Duration: 364 days
Title: Supply & logistics Specialist

PURPOSE OF POST:

Under the direct supervision of the Supply & Logistics Specialist, head of section, the incumbent is responsible to support the management of the supply chains of a medium sized country office involving considerable 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.

The incumbent also contributes to the collaboration with all other UN agencies to accelerate implementation of the Harmonized Business practices for supply and logistic initiatives in line with the Business Operations Strategy (BOS) as part of the One UN/Delivery as One global objective.

REPORTS TO: Supply & Logistics Specialist/P3

NUMBER/LEVEL OF POSTS SUPERVISED: 0

KEY ACCOUNTABILITIES and DUTIES & TASKS

- 1. In consultation with the section head, provide rapid and relevant assistance and support to evolving supply needs and situations facing children and families, including emergency situations, with a priority on achieving value for money.**
 - Participates in Country Programme planning activities to advise on supply requirements. Contributes to the development of Supply component of the Country Programme. Works closely with programme colleagues on forecasting and on the development of Annual Supply Plans. Provides technical advice on specifications/Terms of Reference, facilitating efficient procurement.
 - Participate in the coordination activities with Programme and Operations Sections to provide supply input and guidance to improve the implementation of the Country Programme activities.
 - Support in the preparation/revision of the annual work plan for the Supply team; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
 - Assist in supervising and coaching the procurement team members, ensure timely performance management of staff. In collaboration with the Supervisor, 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 team.
- 2. Conduct and monitor effective local, regional and offshore procurement, with a goal to attain lowest cost without sacrificing quality as applicable.**
 - Proposes supply strategies (using category management) and actions decisions on offshore and local procurement.

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.

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.

- Establishes and maintains supply source and availability plans (offshore and local procurement), including In Kind Assistance and loan options.
- Advises on raising Requisitions (Sales Orders, Purchase/Service Requisitions) and 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.
- Conducts effective procurement of goods, contracting of services and construction works, while maintaining the highest level of integrity, ethical standards and accountability.
- Contributes to establishing appropriate processes adjusted to emergency (if relevant) and local context, while respecting UNICEF procurement principles and policies.
- Assists in maintaining links with Supply Division on transnational shipments, deliveries, claims and appropriateness of supplies. And Monitor progress of offshore and/or regional procurement through regular contacts with the Action Office(s).
- Maintain supply monitoring system, participate in preparation of supply status reports and budget reviews
- Communicate and report quality issues with respect to supplies and/or service agreements.
- Undertake field visits to project sites and monitor inventory and supply inputs. Proposes corrective actions to improve solicitation/procurement/contracting procedures.

3. Assist in implementing sound, accurate supply management systems, procedures and documentation as well as regular, accurate reporting to maintain the highest level of integrity, standards and accountability.

- Participates in market research including supplier and partner/service provider's capacity assessments.
- Ensures accurate evaluation of supplier performance on the basis of quality of services rendered, product acceptability and delivery record
- Ensures continuous information on local sourcing and availability options, feeding into source and availability plans. Confirms supply availability plans to Logistics and coordinates with logistics plans. Corresponds with suppliers to confirm deliveries and feed/update into current delivery schedules in close liaison with logistics to ensure coordination of delivery.
- Acts as secretary to the Contract Review Committee (CRC) and provides advices to the drafting of quality submissions to the CRC.
- Participate in the preparation/compilation of the supply status reports required for donor reports, budget reviews, programme analysis, annual reports, appeals, etc.
- Regularly develops and communicates accurate records on UNICEF contractual commitments and funds management related to supply chain management. Monitors and acts on open commitments.
- 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.

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

- Plans, designs and conducts trainings for UNICEF's staff/consultants and counterparts in supply management, customs clearance, distribution and inventory of supplies and equipment in order to improve supply delivery.
- Assists in the identification of training needs and plan training activities in supply administration for UNICEF's staff/consultants and counterparts, to improve supply delivery.

Language:

Fluency in French and English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

Core Values

Care
Respect
Integrity
Trust
Accountability
Sustainability

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)

- Participates in end-user monitoring activities, programme spot checks and audits and in HACT related activities

5. Collaboration and Partnership

- Provide advice to the Country Office, Government and implementing partners on offshore and/or local procurement policies and procedures, delivery and utilization of UNICEF supplies and equipment; coordinate with the Supply Division, Copenhagen, on supply policy and/or activities.
- Maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in supply and logistics activities, including distribution, and monitoring supply inputs and inventory.

5. Perform any other task as might be requested by the supervisor including providing support in the logistics and warehousing operations.