



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: Contracts Specialist Supervisor Title/ Level: Chief of Supply and Logistics, Operations Organizational Unit: Operations Post Location: Kinshasa, DRC	Job Level: P-3 Job Profile No.: 105413 CCOG Code: 1A09 Functional Code: Job Classification Level: P-3
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II. 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.

Job organizational context

Despite its vast physical size and limitless natural resources, the Democratic Republic of Congo (DRC) is one of the poorest countries in the world, ranking 175th out of 189 countries in the 2015 human development report. Child poverty is widespread, particularly in conflict-affected and hard-to reach areas. According to a recent UNICEF study, 80 percent of children aged zero to 15 years old experience at least two major child rights deprivations. Despite sustained growth in recent years, the size of DRC's economy remains far too small to provide enough government revenue to meet the basic needs of the population, children.

UNICEF DRC country program is supplies driven, local procurement for goods and services is important part program implementation. Solid Internal technical skills are required to ensure quantity insurance, transparency, and efficiency of the procurement process. Based in Kinshasa the contract Specialist reports to the Chief of Supply and Logistics. The contract management in DRC country office include planning, procurement, contracting, as well as monitoring of supplies, services and construction works.

The incumbent supports management collaboration with programs and operation section in defining supply interventions to meet programmatic and operational needs and achieve results for children, and provides technical and advisory support to governments, national systems, and partners on supply chain management.

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

1. Management of the Kinshasa procurement team
2. Supply Chain service delivery and emergency response
3. Supply chain key indicators monitoring and supplier evaluation.
4. Collaboration with program and implementing partners.
5. Technical, advisory support to government/national systems
6. Innovation, products, and markets

1. Management of the Supply team

- Prepare the country office annual supply plan in collaboration with program section and field office, elaborate the country office's bedding calendar and useful LTA establishment schedule.
- Participate to Supply function annual work plan determine priorities/targets and performance measurements for procurement team and monitor work progress to ensure that results are achieved according to schedule and performance standards.
- Supervise and coach team members, ensure timely performance management of staff. In collaboration with Supply Division, Regional Office, and the global supply community, ensure knowledge sharing and learning is prioritized to continuously build capacity of individuals and the team.
- In consultation with supervisor, ensure establishment and maintenance of operational capacity to handle CO supply chains, including staffing (appropriate staffing structure, timely recruitment, clarity of roles and responsibilities) and contracting of third-party services if applicable (e.g., customs clearance, warehousing, transport, distribution)

2. Supply chain service delivery and emergency response

- In consultation with supervisor, ensure appropriate planning, implementation, monitoring and evaluation of the country office supply chain management, including establishment of monitoring tools and performance indicators, and assessment of fit for purpose of products and services.
- Analyze 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 review of procurement document to ensure accuracy of the data, completeness, and compliance with UNICEF supply procedures and guidelines.
- Ensure appropriate vendor management practices e.g., supply performance reviews are established and applied.
- 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.
- In consultation with supervisor, participate to the emergency supply & logistics strategy development based on risk assessment analysis and Program assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is implemented (establishment of relevant LTAs and frame agreements)

for emergency response, repositioning of stock, and training of staff in the country office).

- Participate in 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 supply section, as well as Supply Division, to align with global and regional approaches and initiatives in supply chain management.

3. Collaboration with program and implementing partners.

- In collaboration with supervisor, develop close collaboration with program sections through involvement in program design, planning, and preparation for implementation of supply components as well as monitoring and evaluation. Establish accountability framework with programs, 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, services and construction works.
- Support assessment of and collaboration with implementing partners including civil society, establishment of Program 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.

4. Technical and advisory support to government/national systems

- Promote/drive supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children.
- Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with program colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
- Advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement.

5. 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 for children.
- Further to analysis of supply spend and related procurement strategies, in collaboration with supervisor run initiatives to ensure local market development where relevant.

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 programs 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. Competencies and level of proficiency required	
<p>Core Values</p> <ul style="list-style-type: none"> - Care - Respect - Integrity - Trust - Accountability - Sustainability 	<p>Competencies: (level 2)</p> <ul style="list-style-type: none"> - Builds and maintains partnerships (2) - Demonstrates self-awareness and ethical awareness (2) - Drive to achieve results for impact (2) - Innovates and embraces change (2) - Manages ambiguity and complexity (2) - Thinks and acts strategically (2) - Works collaboratively with others (2) - Nurtures, Leads and Manages People (2)

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • 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. • A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with seven (7) years of relevant work experience in supply, logistics, procurement, contracting, administration and/or other directly related technical field, may be taken in lieu of an advanced university degree.
Experience:	<ul style="list-style-type: none"> • 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 is an advantage.
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.