



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB DESCRIPTION

**I. Post Information**

**JOB DESCRIPTION TYPE:** Specific Job Description  
**POST NUMBER/ CASE NUMBER:**  
**POST/CASE NUMBER OF SUPERVISOR:** Operations Manager/ Supply Manager  
**REASON FOR CLASSIFICATION:** Establish  
**REGION/DIVISION:** MENA  
**COUNTRY:** Jordan  
**DUTY STATION:** Amman  
**OFFICE:**  
**SECTION:**  
**UNIT:** S&L Section

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

**II. Organizational 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.

**Job organizational context:**

The Procurement Officer reports to the Supply and Logistics Specialist as per the Country Office set-up for supervision and guidance. The Procurement Officer provides technical and operational support as per the Country Office (CO) set-up and is responsible for supporting the Procurement activities of the 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.

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

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

- 1. Supervision of supply team**
- 2. Supply Chain service delivery and emergency response**
- 3. Collaboration with programme and implementing partners**
- 4. Technical, advisory support to government/national systems**
- 5. Innovation, products, and markets**

#### **Supervision of the supply team**

- Provide input in support of the development of the annual work plan for the Procurement team; assist in determining priorities/targets and performance measurements and monitoring work progress to ensure that results are achieved according to schedule and performance standards.
- Supervise and coach Procurement team members with direct reporting line to the Procurement officer, ensure timely performance management of staff.
- Review workload of the procurement team and coordinates placement of Contracts and/or Purchase Orders to ensure quick response to requests received from sections.

### **Procurement planning and execution**

- Works closely with programme colleagues on forecasting and on the development of Annual Supply Plans.
- Provides technical support on specifications/Terms of Reference, facilitating efficient procurement.
- Ensures all procurement activities are in compliance with the UNICEF Financial Rules and Regulations, SD Manual, and all other applicable procurement procedures.
- Analyze 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.
- 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.
- 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.
- In partnership with all sections, evaluates Contractors/Suppliers with respect to service delivery performance and commercial acceptability.
- Provide and update reports on procurement activities, service contracts, POs, LTAs, etc.

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

- Works in close contact with the other sections in the CO to ensure successful implementation of the procurement cycle.
- In collaboration with supervisor, support assessment of and collaboration with implementing partners including civil society, establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).
- 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.

## **IV. Impact of Results**

The ability of the Procurement Officer to successfully plan, manage and oversee the effective and efficient Procurement of goods, and/or services and construction works for UNICEF programmes, 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 (based on UNICEF Professional Competency Profiles/ratings).**

### **Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability

### **Core Competencies**

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

## **VI. Skills**

- Good analytical skill and negotiating skills.
- Ability to manage and monitor the effective use of financial and material resources.
- Ability to supervise and direct a team of professional and support staff.
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Ability to contribute to formulation of strategies and policies.
- Good knowledge of latest developments and technology in supply chain management.
- Good understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.

- Good knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of supply chain issues, ethics, and risk management of supply chain operations.

## VII. Recruitment Qualifications

Education:	A university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, related social science field.
Experience:	<p>A minimum of two (2) 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.</p> <p>Understanding of development and humanitarian work.</p> <p>Emergency experience an advantage.</p> <p>Health supply chain management experience an advantage.</p>
Language Requirements:	<p>Fluency in English and Arabic is required for this position.</p> <p>Knowledge of another UN language is an asset.</p>