

## Terms Of Reference for Temporary Appointment

<b>Post Title:</b>	Senior Supply Associate
<b>Post level:</b>	GS-7
<b>Section:</b>	Health & Nutrition (H&N)
<b>Duty Station:</b>	Damascus, Syria
<b>TA Duration:</b>	364 days
<b>Supervisor:</b>	Immunization Specialist P3, Post #88339

### **Background**

Immunization is a priority intervention under the UNICEF Syria Country Office Program. In line with UNICEF strategic directions and signed Annual Work Plan (AWP), and focusing on child survival through the provision of life-saving interventions and enhanced capacity of national institutes, along with the partners, UNICEF needs to enhance the HR capacity of Expanded Program on Immunization (EPI) Unit through recruitment of Senior Supply Associate to provide administrative, financial expenditure analysis, procurement, tracking and logistics support to the immunization unit and Health and Nutrition programme.

### **Purpose for the assignment:**

Under the direct supervision of the Immunization Specialist, and to release some of the work burden on the H&N Supply Officer, the incumbent administers the Health and Nutrition operations, requiring basic professional technical expertise in support of conducting high quality EPI & health events related to UNICEF country programme. S/He will be responsible for effective planning, follow-up on the procurement processes for GAVI projects, contract management, distribution, and inventory management of Health and Nutrition programme supplies, in addition, to processing the payments, coordinating with all Health and Nutrition programme stakeholders, issuing the new Health and Nutrition programme requisitions, and tracking and reporting on EPI grant expenditures in support of the achievement of planned objectives of the work plan, aligned with Health & Nutrition program goals and strategy, and emergency preparedness and response plans.

The incumbent will also contribute to the collaboration with all other UN agencies to accelerate the implementation of the Harmonized Business practices for coordinating with all Health and Nutrition programmes in line with Reform/coherence.

Due to the complexity of the implementation of programmes in Syria, facilitation service has proved to be beneficial to UNICEF in addressing pertinent issues related to the Ministry of Health (MoH) and Government protocols/procedures that have a direct impact on UNICEF's ability to deliver its mandate in Syria, and especially on the sensitive offshore supplies – Vaccine and medicine shipments – which require temperature-controlled transportation and timely delivery to end users. Currently, any movement of Immunization, Health and Nutrition supplies in the country from the land borders and seaport cannot proceed without a facilitation letter (FL). The Senior Supply Associate also provides administrative and logistical support to UNICEF and the Ministry of Health, Health/Nutrition Section, Immunization unit by: Streamlining the health and the Expanded Program on Immunization (EPI) external correspondences to ensure smooth workflow and implementation of UNICEF projects.

**MAIN DUTIES/RESPONSIBILITIES:**

1. Project efficiency and effectiveness are enhanced through effective implementation follow-up.
2. Support the Facilitation, tracking and following-up all the correspondences with MOH (such as Donation letters) and smooth communication workflow and implementation.
3. Provide the needed support the vaccines & Cold chain shipments and activities to be delivered on time in all Syrian governorates and do the required coordination with the stakeholders.
4. Accurate information, data analysis (including financial analysis), and documentation are timely made available to support situation analysis, sectoral input and reporting.
5. Work plan and objectives are effectively established, and planned results are timely delivered and coordination in consultation with all relevant partners.
6. Support in planning for all procurement, supply, logistics, and finance forecast related to Health and Nutrition programme.
7. Transparency is ensured for supply and non-supply assistance and disbursement of programme funds for Health & Nutrition programme.
8. Support in issuing the Health and Nutrition programme requisitions (SOs, PRs, & ROs) and monitoring the goods and services delivery process.
9. Monitoring the Health and Nutrition programme offshore shipments and provide the needed support to receive these commodities on time and required quality.
10. Monitoring the Health and Nutrition programme commodities in stock the needed support to deliver these goods on time and required quality.
11. Following up and expedite obtaining the necessary required approvals related to the TAX exemptions, in close coordination with the UNICEF facilitator.
12. Up-to-date programme information is kept available, and reports prepared and shared with relevant stakeholders as required to support the Health & Nutrition programme by the effective implementation of integrated monitoring system.
13. Emergency preparedness is maintained, and in emergencies, emergency responses with effective coordination is provided and in line with the Core Commitments for Children (CCCs) in Humanitarian Action, partnerships with the Health and Nutrition humanitarian actors strengthened within the Inter-Agency Standing Committee (IASC).
14. Support in developing training materials and support in monitoring of the training for the Health and Nutrition team on the Operations process including the supply, logistics, admin, and finance.
15. Other assigned duties and responsibilities are effectively accomplished.

**Competencies and level of proficiency required**

**1) Core Values (Required):**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

**2) 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)

## **Recruitment Qualifications**

**1. Education:**

Completion of secondary education is required, preferably supplemented by Professional and/or university courses related to the field of work, i.e, supply, logistics, Finance, contract management Or, recognized qualifications in procurement, contract management, and finance, International Economics.

**2. Work Experience:**

At least 7 years of relevant work experience in both national and international settings (offshore procurement) in supply, logistics, purchasing, contracting and administration, and/or other related fields.

Developing country work experience and/or familiarity with emergency.

Work Experience in Health Supply Chain Management is an asset

**3. Language Proficiency:**

Fluency in English and Arabic is required.