

**UNICEF Mexico Country Office
Temporary Appointment
Terms of Reference [TOR]**

| | | | |
|---------------------------|---|---------------------------|-------------|
| Post Title | Supply & Procurement Assistant | Post Level | GS-5 |
| Supervisor's title | Procurement Officer | Supervisor's Level | NO-1 |
| Contract duration | 364 days | Duty Station | Mexico City |

JOB 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 — will not only give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. Therefore, the focus on equity is 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.

UNICEF Mexico is a medium size Country Office now expanding its operations through the north and south borders embarking on a bigger humanitarian action and respond, whereby the needs for supply and human resources have increased and the central team requires additional support to fulfil their objectives and help UNICEF achieve its goals.

The Supply and Logistics Assistant is responsible for the creation of Purchase Orders (Pos) for all the sections as their main duty, assisting the uninterrupted supply of affordable and good quality supplies and services, adapted to the context and through compliance with UNICEF's policies, procedures and ethics standards.

The Supply and Logistics Assistant reports to the Procurement Officer as per the Country Office (CO) set-up and is responsible for managing the supply process end to end of those projects assigned to her/him, with a special focus on the creation of the Purchase Orders in our ERP system SAP, for different departments within UNICEF (Programme, PFP, Communication, Operation) and also give support in the context of emergency situations. The job entails creation of POs in the system, planning, procurement, contracting, customs clearance/warehousing oversight/in country transport (when needed), as well as monitoring of supplies and contracting of services. The incumbent, guided by the procurement officer, is accountable for delivering efficient and cost-effective administrative support services and responsible for effective planning and proper sourcing to contract institutions and individuals' goods and services. She/he must conduct efficient procurement to attain the lowest cost without sacrificing the quality of services and supplies, in support of the Country Programme and Humanitarian Action.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Supply Chain Service Delivery and Response

Procurement/contracting:

- Accountable for the end-to-end process of purchase order management, from creation of PO in the system to signature of the documents.
- Provide input to the formulation of the annual Supply Plan. Conduct data review and analysis for category management and assist in the development of procurement strategies. Support market research in relevant areas for UNICEF and assist in gathering evidence on the best approaches to sustainable and best value for money procurement.
- Where relevant, support product innovation and market shaping initiatives for specific categories of supplies and services providing relevant data.
- Liaise with colleagues from respective programme sections in planning procurement and contracting initiatives, supporting development of relevant specifications, terms of reference, and logistics arrangements and timelines. From lessons learnt, contribute with good practices to strengthen sustainability of supply chains.
- Prepares documentation for the establishment of Long-Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as might be requested by the Supervisor. Assists with bid openings, and technical and financial analysis of offers as might be required. Conduct clarifications with suppliers.
- Prepare requests for award including submissions to Contract Review Committee. Prepare purchase orders and contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Keep stakeholders/partners informed on the progress of procurement processes. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g. supply performance reviews.
- Regularly monitor dashboard reports and coordinate to ensure necessary supply action is taken in a timely manner in support of UNICEF Programmes.
- Regularly extract reports on the status of the existing LTAs, contracts, Purchase Orders (POs) and take necessary action in coordination with the relevant Programme.
- Conduct local market surveys on an ongoing and regular basis for the identification of potential suppliers to procure the goods and services at competitive costs.

In-country logistics:

- Provide input on the logistics component of the supply plan, including advising on infrastructure constraints (e.g. customs clearance, port capacity, transport options and warehousing capacity) and different delivery mechanisms. Keep track of demurrages and detention charges. Negotiate with Airport/Port/Shipping Line for waiver of demurrage/detention charges whenever required. Calculate budget requirements for various delivery modalities and ensure establishment of budget with the colleagues from the respective programme sections.
- Liaise with supply colleagues as well as colleagues from respective programme sections, use supply dashboards to ensure pipeline monitoring establishment of appropriate logistics capacity. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Perform research, collect data and conduct analysis, produce reports and ensure information accuracy in corporate systems to enable informed decision-making.
- Provide support in logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of programme supplies. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.
- Review needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and transmit all supporting information for contracting of such service providers including establishment of KPIs and performance monitoring mechanisms.
- Maintain and process documentation for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.

Warehousing and inventory management:

- Following UNICEF policies and procedures, assess warehousing capacity including facilities, conditions of equipment, manpower, and processes. Propose corrective actions to supervisor. Assess new warehouse facilities when required. If necessary, assists the implementation of new warehouse facilities which may include installation and assembly of temporary warehouse structures (e.g. Wiik-Halls/Rub Halls type structures).
- Support to the maintenance of appropriate warehousing and inventory management processes in support of the country programme implementation. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained
- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- Supervise receipt of consignments and dispatch of supplies.
- Prepare stock reports. Monitor inventory to track trends and account for the inventory status from source to beneficiary. Carry out regular physical counts of inventory in the warehouse. Prepare documentation for commodity disposal through Property Survey Board committee. Keep track of near to expiry supplies ensuring FIFO and FEFO approaches.

Other duties/responsibilities:

- In collaboration with supervisor, Supply Division, Regional Office and the global supply community, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team. Develop and facilitate training of newcomers, provide inputs towards establishment of processes or manuals to support effective workflows.

DELIVERABLES / OUTPUT

The Supply & Procurement Assistant's impact directly affects the quality and timeliness of the delivery of a range of different services for which the unit is accountable. The impact of these services indirectly affects the timely completion of other processes for clients and reflects directly on the overall reputation of the supply team in terms of quality and responsiveness to client needs.

The Supply and Procurement Assistants' client interface focuses on the coordination and planning of routine supply chain activities, including the transportation of goods and materials, purchase orders, contracts, delivery and payments. These relationships are important to ensure that deadlines are met and that work results adhere to regulations, rules and guidelines.

REQUIRED QUALIFICATIONS

| | |
|------------------------|---|
| Education | Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field. |
| Work Experience | <p>A minimum of 5 years of relevant administrative experience in supply chain management or procurement is required. <i>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience.</i></p> <p>Experience in logistics and warehousing is an asset.</p> <p>Previous experience with SAP (VISION) or similar ERP, desirable.</p> <p>Understanding development and humanitarian work is an advantage.</p> |
| Languages | Fluency in Spanish and an intermediate level in English is required. |

UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)
Core Values attributes

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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)

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.