



UNITED NATIONS CHILDREN'S FUND GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Procurement Services Specialist**
Supervisor Title/ Level: **Supply Manager**
Organizational Unit: Operations / Supply
Post Location: **Madagascar Country Office**

Job Level: **Level 3**
Job Profile No.:
CCOG Code:
Functional Code: **SUP**
Job Classification Level: **Level 3**

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 overall goal of the UNICEF Madagascar next Country Programme of Cooperation, 2024-2028, is to contribute to the Government of Madagascar's efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities (plan 2024-2028), while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

In Madagascar, 80% of people live with less than USD \$2.15 per day and the country ranks 173rd in the latest UNDP Human Development Index (out of 193). 80% of the population lives rurally. Nearly half of the population is under the age of 18 and by 2030, there will be 17 million Malagasy children. Current trajectories suggest that Madagascar is unlikely to achieve any of the SDGs by 2030 although some key indicators for mothers and children have improved slightly over the past decade.

Procurement services is integrated into the Supply and Logistics section to promote coherence between the different components of the supply operations in the office including Supply chain Strengthening, and to expand the scope of procurement services offered by the Country Office.

Given the budget pressure affecting many countries PS provides an opportunity to facilitate a more optimal use of national budgets (or donor resources) for children, as well as an entry point to provide targeted technical support to national supply chains and systems.

The **Procurement Services Specialist** reports to the **Supply Manager** as per the Country Office (CO) set-up. The incumbent will provide guidance, oversight, and direction on Procurement Services, national budgeting for essential supplies for children and supply financing solutions. Directly related to this support, the position will serve as focal point to identify opportunities on adjacent areas such as market access, market intelligence, market development and national supply chain strengthening.

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

1. Ensures that UNICEF contributes to capacity building of the relevant government departments including state level in procurement and supply accountabilities and chain management of essential commodities.
2. Responsible for logistics/supply planning with focus on forecasting support for procurement services commodities through coordination with Government and other partners. Provides technical advice on commodities specifications and logistics arrangements facilitating efficient procurement, customs clearance, storage, and distribution in support of the country programme procurement services transactions.
3. Manage the Procurement Services (PS) portfolio.
 - Ensures that key elements of Procurement Services transactions are incorporated into national, donor and UNICEF strategies and vice versa.
 - Ensures that procurement services activities/transactions are a drawdown from strategies that have been jointly established between Government and UNICEF.
 - Works closely with the relevant government department to strengthen pre-ordering and post-delivery activities for existing PS supplies and support them in establishing strategies that will maximize the decisions/impact resulting from the PS partnership.
 - Ensures coordination and monitoring of PS transactions, including beyond the point of entry; facilitate an effective PS workflow; and facilitate resolution of any bottlenecks, gaps, or other in-country issues associated with any PS transactions in close collaboration with SD and national counterparts.
4. Facilitates the establishment and maintenance of contacts with the Supply Division, Copenhagen capacity building initiatives and other supply strategies targeting the government counterparts. Interprets and advises the country office on policies and procedures impacting on offshore and local procurement and delivery of supplies. Maintains links with Copenhagen on PS related cost estimates, transnational shipments, deliveries, claims and appropriateness of supplies.
5. Conducts research on supply chain initiatives with donors, identifies and recommends innovative approaches jointly with donors/partners. Maintains accurate/updated data on and evaluates local initiatives and overall performance, (competitive pricing, product quality and timely delivery). Assesses supply operations and control mechanisms and advises on appropriate actions.

6. Manages policy engagements, capacity building and knowledge transfer internally and externally to optimize national supply chain activities related to vaccines, health and nutrition products. Effective collaboration and partnerships with other donors and implementing partners to improve supply chain efficiency in the country. Supports the Ministry of Health counterparts and other government ministries in the mobilization of domestic resources for supplies.
7. Designs and conducts training for government and other partners in supply chain management to improve procurement services supply delivery and national systems.
8. Provides support to the sections especially Health and Nutrition on the implementation of supply chain systems strengthening activities in collaboration with HQ and support the Supply chain strengthening activities in the country. Contribute to Mainstreams PS and supply chain related activities within national strategies and relevant plans, project, and program design from the planning stage in close collaboration with program colleagues and government to ensure a cohesive and integrated approach to program delivery.
9. Contributes to effectively document interventions and lessons learned, define KPI, contribute to the reporting of supply chain activities, measure progress and formulate evidence-informed recommendations that align with national strategies and UNICEF's capabilities.
10. In collaboration with Programmes and other UN agencies, contribute identifying risks and gaps, challenges that may affect the successful implementation of activities, identify mitigations strategies and support the implementation of sustainable supply chain solutions and innovations tailored to the context of Madagascar.
11. Build the capacity of the locally recruited supply staff about PS and supply chain strengthening-related components.

IV. Impact of Results

The incumbent makes technical decisions on procurement services management in the country, which would include product specification and quantification, follow up on cost estimates, delivery schedule and adherence to international and national standards/requirements. Given the volume, the scale, and the complexity of decision-making process at the government level the incumbent's decision and professional advice would affect the government/partners/ perception of UNICEF as a world leader in procurement of essential lifesaving commodities and the overall efficiency and effectiveness of UNICEF procurement services facility to the government. Partners have a better understanding of PS and PS is used as an entry point to strengthen Supply Chain in the Country.

The ability of the Procurement Services Specialist to successfully plan, manage and oversee the effective and efficient Procurement services activities for UNICEF programmes, Government and Partners 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
- Sustainability

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)

Functional Competencies

- Analyzing (2)
- Applying technical expertise (2)
- Planning and Organizing (2)

VI. Recruitment Qualifications

<p>Education:</p>	<p>An advanced university degree is required in either Business Administration, Management, Economics, Finance, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, or other related social science, administrative or finance field.</p> <p>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 procurement, contracting, administration, finance and/or other directly related technical field, may be taken in lieu of an advanced university degree.</p>
<p>Experience:</p>	<p>A minimum of five (5) years of relevant experience, at the national and international levels, in supply, procurement, contracting, administration, finance 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:	Fluency in English and French (verbal and written) is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.