



**UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE**

I. Post Information

Job Title: **Supply and Logistics Manager**
Supervisor Title/ Level: **Regional Chief of Supply and Procurement**
Organizational Unit: **ESARO Supply**
Post Location: **Nairobi, Kenya**

Job Level: **Level 4**
Job Profile No.:
CCOG Code: **1A09**
Functional Code: **SUP**
Job Classification Level: **Level 4**

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 Supply and Logistics Manager specific job description is to be used in ESA (Eastern and Southern Africa) Regional Office setting. ESA Region is a mixture of low- and middle-income countries. UNICEF programme interventions in these countries vary from developmental programmes to emergency response, as such, the region has a huge volume of procurement of goods and services as well as procurement on behalf of government through procurement services mechanism. Furthermore, the COs in the region are involved in various national system strengthening activities and RO plays key role in providing technical support and guidance.

Purpose for the job: Under the supervision of the Regional Chief of Supply & Procurement, the incumbent will oversee the Region's sustainable supply chain operations and emergency response operation. S/He will provide guidance, oversight, and direction to country offices within ESAR on supply chain management related issues including support with supply and logistics related emergency preparedness and response. 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. The incumbent collaborates closely with programmes in Country offices in defining supply interventions to meet programmatic needs and achieve results for children, and provides technical and advisory support to governments, national systems, and partners on supply chain management.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Provide Technical support to UNICEF Country Offices on management of the Supply Planning and monitoring.**
2. **Supply Chain service delivery and emergency response**
3. **Collaboration with Country office programme, Supply teams and implementing partners.**
4. **Technical, advisory support to government/national systems**
5. **Innovation, products, and markets**

1. **Provide technical support to UNICEF Country Offices on management of the Supply Planning and monitoring.**

- Supports Country Offices to establish contact with relevant government counterparts in respect of procurement planning for essential supplies for children. Guide on appropriate planning, implementation, monitoring and evaluation of the supply chain operations and development of robust Annual work plans/Supply plans including establishment of performance indicators, and assessment of fit for purpose of products and services.
- Establish the annual work plan for the RO Supply section; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards. Coordinate section work plan, mid and end year reviews.
- Provide technical advice, support, and strategic guidance on procurement, contracting and logistics including applications of procedures, regulations, systems, and best practices to country offices in eastern and southern Africa region (ESAR).
- Monitors Key Performance indicators and Procurement activity in the region and general market dynamics; identifies patterns and opportunities for collaboration.
- Identify and map bottlenecks and gaps across procurement processes, including around forecasting and supply planning, contracting, warehousing, distribution, and partnerships, as well as monitor implementation of audit recommendations in the region.
- Conduct country offices supply and logistics peer reviews and provide support during and after internal and external audits.
- Support Country offices with assessment of their supply chains and provide technical advice on possible risks and mitigation including aid diversion risks mitigations.
- Supervise and coach supervisees, 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.
- Support COs in 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 (e.g., customs clearance, warehousing, transport, distribution)

2. **Supply chain service delivery and emergency response**

- Advise country offices on appropriate, cost effective, timely and innovative supply and

procurement approaches and systems to improve Programme delivery and transparency.

- Analyze regional supply spend and establish procurement strategies based on category management to focus on strategic, essential supplies and services that contribute to results for children, including establishment of regional long-term agreements (LTAs) where relevant.
- In collaboration with Supply Division Global Transport Centre and in coordination with other Supply Division procuring centers as needed, contribute to thorough destination importation processes mapping for consignee countries and partners identifying constraints, needs and support areas. Support strengthening of Partners imports and customs coordination to ease movement of supplies through customs borders while ensuring partner consignees are aware of their accountabilities and responsibilities. Support visibility of Procurement Services supplies delivery to in-country consignees.
- In coordination with SD, monitor all Goods in Transit (GIT) and shipments to ESAR countries to mitigate the risk of demurrage.
- Guide countries on 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.
- Support Country offices in developing an emergency supply & logistics strategy based on risk assessment analysis and Programme assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is established in line with Core Commitments for Children in Humanitarian Action (CCC) and implemented (establishment of relevant LTAs and frame agreements for emergency response, prepositioning of stock, and training of staff in the country office).
- Participate in high level emergency coordination, implementation, and monitoring meetings within internal (RO/CO) and external partners and establish close collaboration with Logistics Cluster/National Logistics Working Group if such is activated/existing.
- Establish strong working relations with Regional Chiefs of Supply/Regional Chief of Operations, as well as Supply Division, to align with global and regional approaches and initiatives in supply chain management.

3. Collaboration with programme and implementing partners.

- Guide Country offices to proactively establish close collaboration with programme sections through involvement of Supply in programme design, planning, and preparation for implementation of supply components as well as monitoring and evaluation including establishing accountability framework with programmes, for delivery of results for children.
- Provide regional 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 country offices on 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).
- Support country offices to develop and maintain partnership and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement. At a regional level

maintain partnerships and collaborative relations with other UN regional teams and other Organizations like AU, AfCDC, and others.

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.
- Implement capacity development initiatives in supply chains for children, in close collaboration with country programme and supply colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
- Work with country offices to provide 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, run initiatives to ensure local market development where relevant.
- Strategic industry engagement: Given that suppliers and manufacturers are a key element to service delivery, we aim to develop local production of key essential for children in the region closer to the beneficiary's location.
- Contribute to the development of the RO's local production roadmap which will aim to identify potential manufacturers, map the support required from UNICEF and ensure appropriate technical support is provided.

IV. Impact of Results

The ability of the Supply and Logistics Manager to successfully plan, manage and oversee the effective and efficient supply chain management of goods, services and construction works for UNICEF programmes 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 (based on UNICEF Professional Competency Profiles).

Core Values

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

Core Competencies

- Nurtures, Leads and Manages People (2)
- Demonstrates Self Awareness and Ethical Awareness (3)
- Works Collaboratively with others (3)
- Builds and Maintains Partnerships (3)
- Innovates and Embraces Change (3)
- Thinks and Acts Strategically (3)
- Drives to achieve impactful results (3)
- Manages ambiguity and complexity (3)

VI. Skills

- Ability to resolve difficult, complex and sensitive situations often under pressure.
- Ability to initiate and manage change in a diverse environment.
- Ability to clearly and concisely express ideas and concepts in written and oral form.
- 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.
- The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning.
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions.
- Advanced communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Strong understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Strong overall 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:

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.

Experience:	<p>A minimum of eight (8) 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 is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.</p>