



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Procurement Offer
Supervisor Title/ Level: Supply & Logistics Manager
Supervisor's Post Number: 4903
Organizational Unit: Supply & Logistics Section
Post Location: UNICEF office Maputo, Mozambique

Job Level: NO-B
Job Profile No.:
CCOG Code: 1A10
Functional Code:
Job Classification Level:

II. Strategic office 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.

Strategic office context :

The Country Programme of Cooperation between the Government of Mozambique and UNICEF (CPD) for 2022-2026 aims to support Mozambique to accelerate efforts towards achieving the targets of the 2030 Agenda for Sustainable Development and meeting its commitment to respect, protect and fulfil the rights of children, in line with the Convention on the Rights of the Child (CRC) and the Core Commitments for Children in Humanitarian Action. It derives from the United Nations Sustainable Development Cooperation Framework (UNSDCF), 2022–2026 and aligns with the Government Five-Year Plan 2020–2024, the National Development Strategy 2015–2035 and relevant sector policies and programmes.

For more information about UNICEF Mozambique's work please follow [this link](#).

You can also access and explore all new UNICEF vacancies via the UNICEF Mozambique website [link herein](#)

Purpose for the job:

The Procurement Officer reports to the Supply and Logistics Manager as per the Country Office set-up for supervision and guidance. The Procurement Officer provides technical and operational support to the supervisor and is responsible for managing the end to end supply function of a wide range of product group for a medium sized UNICEF country office. The Procurement Officer will also manage specific projects in a timely manner in support of programme implementation. The supply chain operations include planning, procurement, contracting in close coordination with programme sections and Logistics team ensuring timely customs clearance, warehousing, in-country transport, and distribution, using methodical approach to monitoring of supplies and service ensuring timely delivery of quality product and service. The incumbent supports management collaboration with programmes in defining procurement 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.

Responsible to ensure service delivery to country programmes and emergency response that is timely, responsive and appropriate; achieves value for money while focusing on sustainable procurement element.

The incumbent will be responsible to lead a team of four procurement staff to ensure timely supply action in support of country programme implementation in Mozambique. Analyzes market trends, supplier performance, supports Supply Manager in overall management of procurement of goods and service contracting function and may be tasked to support special projects as deemed appropriate. Provides oversight risk management support to ensure all Long Term Arrangements are updated with zero expiration and country specific special projects are executed in a timely manner.

III. Key functions, accountabilities and related duties/tasks:

(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)

Summary of key functions/accountabilities:

1. Supervision of end to end procurement and supply chain delivery of a wide range of product/service in support of programme implementation

- a) In consultation with Supply Manager provides input to Country Programme planning to advice on supply requirements. Contributes to procurement component of the Country Programme. Works closely with programme sections on supply planning/forecasting. Provides technical advice on specifications/Terms of Reference ensuring appropriateness of products and services resulting in efficient procurement turnaround
- b) Proposes procurement strategies (using category management) and actions on local procurement and offshore (where applicable).
- c) Collaboration with Programme sections in finding appropriateness of products and/or suggest best alternative best suited for the purpose. Consults other UN agencies, UNGM, and local market to expand credible supplier source
- d) Generates periodic supply implementation report, analyses and address bottlenecks while following up with relevant parties ensuring timely procurement implementation. Supervise and coach team members, ensure timely performance management of staff
- e) Ensure all procurement activities are in compliance with UNICEF Financial Rules and Regulations, Supply Division Procedures and Guidance (Manual) and all other applicable procurement procedures.
- f) Review requirements to ensure completeness and correctness, identify priority activities and assigning tasks to relevant team members in consultation with Supply Manager; adjust priorities as required; develops clear goals and resources to complete work on time
- g) 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. Generate procurement data and prepare periodic procurement reports; suggests improvement plans based on past trend and future forecast.
- h) Supervise and coach team members, 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 in order to continuously build capacity of individuals and the team.
- i) Manages solicitation and evaluate bid/proposal/quotations to ensure competitiveness, quality and conformity to specified requirements, clarifies offers and negotiates with suppliers as appropriate and submits final outcome to Supply Manager and maintain updated monitoring database on progress including shipments, deliveries, claims.
- j) Reviews procurement data ensuring all relevant supporting documents for Award Recommendation of Long Term Arrangement and/or purchase orders; prepare submissions for Contracts Review Committee
- k) Review workload and proposes optimal work distribution to ensure quick response to procurement requests both for regular and emergency orders until goods are received by consignee.
- l) Methodically maintains supplier performance evaluation with regular follow up and reporting to supervisor while escalating bottlenecks and challenges.
- m) Keeps abreast of both local and international market dynamics of a wide range of product/services to strategize and propose best procurement approach resulting in optimal outcome.
- n) Participate in the development of 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 strategic and

critical supplies and services including for emergency response, prepositioning of stock, and training of staff in the country office).

2. Supports Supply Manager in providing guidance and collaborates with programme and implementing partners proposing best approach while identifying gaps and needs

1. Extends support in the development, review and implementation of the annual Supply Plan of the country programme
2. Develop close collaboration with programme sections through involvement in programme design, planning and preparation for implementation of supply components as well as monitoring and evaluation.
3. Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with supervisor and programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
4. Prepare for review by supervisor, supply documentation to facilitate input to donor dialogue, and support development of supply components of proposals to donor including budgeting and use of innovative financing mechanisms for supplies and services
5. Consult and liaise with other UN Agencies and UNGM to find synergy in procurement activities such as piggy backing on other UN agency Long Term Arrangement especially for commodities whereby other agencies have comparative advantage. Systematically reviews UNICEF Supply Dashboard information to gain insight with a view to leveraging existing procurement opportunities.
6. Support assessment of and collaboration with implementation partners, including reviews for the establishment of Programme Cooperation Agreements (PCAs) and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT)
7. Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with supervisor and Supply Division. Support initiatives to 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.
8. Represent the supply & logistics section in the Prevention of Sexual Exploitation and Abuse (PSEA) committee
9. Represent the supply & logistics section in the VAT committee
10. Any other duties as may be required from time to time

IV. Impact of Results

The ability of the Procurement officer to successfully plan, manage and oversee the effective and efficient supply chain management of goods, services will ensure smooth supply delivery of Mozambique country programmes and emergency response that is timely, responsive and appropriate; achieves value for money while focusing on sustainable procurement element and exploring local market and industry capacity to meet current and future demand. This position contributes to critical supply function to accomplish targeted procurement strategy in close coordination both within UNICEF and external players to uphold and further credibility of UNICEF as the "Partner of Choice" entrusted as custodians of funds.

V. Competencies and level of proficiency required	
<p><u>Core Values</u></p> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability <p><u>Core competencies</u></p> <ul style="list-style-type: none"> ➢ 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) ➢ Drive to achieve impactful results (2) ➢ Manages ambiguity and complexity (2) 	<p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> • Analyzing [II] • Formulating concepts & Strategies (I) • Applying supply expertise [II] • Planning and organizing [I] • Leading and Supervising (I) • Deciding and initiating action • Relating and networking • Following Instructions and procedures <p><u>Contracting Knowledge [I]</u></p> <ul style="list-style-type: none"> • Strong understanding and experience in end to end supply chain functions, from needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation. • Knowledge of the latest developments in local and regional market/industry of a wide range of product/service. • Membership in professional associations • Negotiation and complaint handling • Competency and experience in working in SAP • Good knowledge of Microsoft tools i.e. excel (advance), Power BI (added advantage), powerpoint • Knowledge of global environmental and sustainability development in relation to procurement and markets.

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • A first university degree (Bachelor's degree) is required in Business Administration, Management, Economics, Supply Chain Management, Procurement, Contract/Commercial Law, International Development, or related social science field.
Experience:	<ul style="list-style-type: none"> • A minimum of two (2) year of progressively responsible professional experience in supply, procurement, contracting, administration and/or other directly related technical fields is required. • Knowledge of wide range of product group and services • Strong experience in procurement of goods and contracting of services • Experience in and understanding of development and humanitarian work. • Experience in emergency response from a procurement perspective is an advantage. • Experience in team supervision is an asset
Language Requirements:	Fluency in English and Portuguese is required.