



UNITED NATIONS CHILDREN'S FUND
SPECIFIC JOB PROFILE

I. Post Information

Post Number/Case Number: **ESA24008**
Job Title: **Supply Specialist (Procurement Services)**
Supervisor Title/ Level: **Regional Chief of Supply and Procurement**
Organizational Unit:
Post Location: ESA Regional Office

Job Level: **Level 4**
Job Profile No.: ESA
CCOG Code:
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 Specialist (Procurement services) specific job description is to be used in ESA Regional Office setting.

Purpose for the job:

Under the supervision of the Regional Chief of Supply & Procurement, the incumbent will oversee the regional office Procurement services (PS) initiatives and provide guidance, oversight and direction to the Regional Office and all country offices within ESAR (with particular focus on BNLSE-A sub region) on Procurement Services, including work related to national budgeting for essential supplies for children and supply financing solutions.

In addition to devising a regional Procurement Services strategy, the incumbent will support the development and implementation of country led Procurement Services strategies including with a focus on the objective of optimizing the timely, equitable and continuous access to services and products, promote financing, procurement and supply chain systems sustainability as well as engage with governments and regional partners to influence mobilization, allocation and utilization of financial resources to strengthen governments procurement capacity. This would include direct provision and mobilization of technical support and facilitation of

south-to-south exchanges between countries, working with partners and counterparts to share experiences, lessons learned and good practices rolling out Procurement Services strategies.

Additionally, directly related to this support, the position will identify opportunities on adjacent areas such as market shaping, market access, national supply chain strengthening and liaise with colleagues to maximize institutional leverage for local production.

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

Summary of key functions/accountabilities:

- 1. Provide Normative and Technical support to UNICEF Country Offices**
- 2. Improvement of procurement capacity in the region**
- 3. Internal and External awareness about Procurement Services**
- 4. Establish linkages with Supply Chain System Strengthening and other regional priorities.**
- 5. Develop and implement adequate market shaping and activities that support local production in the region**

1. Provide Normative and Technical support to UNICEF Country Offices

- Provides technical advice, support, and strategic guidance on PS matters to country offices in the Eastern and Southern Africa region, with specific focus on countries in the BNLSS-A and Eastern Africa sub-regions.
- Monitors PS 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, financing, and partnerships, as well as monitor implementation of countries' roadmaps and/or recommendations.
- Develop and maintain strategic frameworks in collaboration with Social Policy, Sector Programme teams to support Country Offices for the identification, planning and implementation of procurement services projects. Ensure appropriate linkage of the PS engagement with Country Programme results frameworks and workplans.

• Improvement of procurement capacity in the region

- Supports Country Offices to establish and develop the contact with relevant government counterparts in respect of procurement planning for essential supplies for children. Provides advice on modalities of support, including but not limited to the provision of Procurement Services.
- Guide Country Offices to establish the necessary partnership frameworks to provide Procurement Services, including necessary risk assessment and mitigation. Provides advice to Country offices on the appropriate steps required to phase in the Procurement Services modality.
- Provide technical support to Country Offices, government, and partners in respect to specific Procurement Services modalities and procurement planning for products to be procured from SD. Liaise with UNICEF Programme staff on

Procurement Services issues relevant to their area of work and promote Procurement Services with their govt partners.

- Facilitates the initiation of transactional activity by Country Offices and oversees smooth implementation of PS support to partners. Coordinates communication with Supply Division and other stakeholders as required.
- Monitor, in collaboration with the ESARO EPI team, Gavi funded vaccine procurement managed by UNICEF in key countries to ensure timely processing of annual co-financing obligations. Provide advice and facilitate training on links and synergies for Cold Chain logistics and Vaccine Management with the procurement and supply management of routine immunization and, where appropriate, other essential health commodities.
- Work with Country Offices and government partners to address financial issues constraining an effective and timely procurement process. This would include advocacy for and mobilization of national budget lines for essential supplies as well introduction of commercial bridge financing tools as feasible.
- Identifies pre-financing needs and liaises with Supply Division to propose and develop viable solutions, including both internal and external.
- Guides Country Offices to proactively identify operational complexities related to PS engagement, such as import requirements, compliance with regulatory frameworks, special documentation, or issues of intellectual property rights.
- 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.
- Monitor PS Goods in Transit (GIT) and shipment to mitigate the risk of demurrage.

2. Internal and External awareness about Procurement Services

- Builds capacity of colleagues and partners on Procurement Services, including through participation in relevant workshops, conference, and regional meetings.
- Advocate for UNICEF Procurement Services in ESAR and particular in the Southern part of the region and engage with potential new PS partners on how UNICEF can provide procurement assistance for their projects and programmes.
- Develops the capacity of Country Offices in PS matters, both in terms of operational implementation, as well as on the integration with Country programmes.
- Facilitate sharing of knowledge across countries in the region.
- Lead the evidence generation efforts across programmes and supply chains, in coordination with relevant internal and external stakeholders.

3. Establish linkages with supply system strengthening and other regional priorities.

- Acting as focal point, work with regional and country teams to mobilize technical assistance to national systems to meet minimum required standards. Ensure that, while providing Procurement Services, UNICEF contributes to capacity development of the relevant government entities responsible for different segments of the supply chain, both at central and subnational level.

- Supports Country Offices to detect system and capacity gaps in any segments of the supply chain (including planning and supply financing) that may require technical assistance from UNICEF. Liaises with Supply Division to identify most suitable type of support, including possible funding options.
- Establish linkages between PS and the development and resilience agenda by capitalizing on efforts linked to Nutrition sector.
- Explores other relevant avenues to facilitate countries' access to markets and reduced prices.
- Upon request, participate and advise in the process to prepare ToRs, identify, select and evaluate candidates and/or companies for the implementation of supply chain capacity development activities as required.

4. Develop and implement adequate market shaping activities in the region

- Develop and implement a private sector strategy to ensure a higher engagement between UNICEF and potential new partners.
- Ensure a better alignment between product innovation and public procurement rules and regulations to be explored.
- 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

Ensuring increased procurement of essentials supplies for children as well as an increased awareness about Procurement Services and dedicated human capacity to leverage this mechanism in the region will lead to a more timely and strategic delivery of essential supplies to beneficiaries.

By having this capacity based in the region, the incumbent will be able to develop approaches that are adapted to the programmatic and socio-economic context, including market shaping, market access and local production, therefore enhancing the relevance of UNICEF support to CO and Governments.

This will also expand opportunities for cross-country experience and lesson sharing. Furthermore, this position will be able to catalyze new areas of work for Country Offices and institute a more proactive approach to the programmatic aspects of supply. Ultimately, a more efficient use of resources through PS (or other identified solutions) will lead to more funds channeled to other components of programs, and therefore increased lives saved / reached.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies

- 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)

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:	<p>An advanced university degree is required in Supply Chain Management, Logistics, Procurement, Business Administration, Management, Economics, Contract/Commercial Law, International Development, Health or related social science field, or relevant first-level university degree (Bachelor's) in conjunction with a valid relevant professional certification is required.</p> <p>*A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with ten (10) years of relevant work experience in supply, logistics, procurement, contracting, administration and/or other directly related technical field, may be taken in lieu of an advanced university degree.</p>
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 (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p>