



UNITED NATIONS CHILDREN'S FUND
TERMS OF REFERENCE

I. Post Information

Job Title: Supply Associate
Supervisor Title/ Level: Supply Officer P2
Organizational Unit: S&L Section
Post Location: Amman outpost

Job Level: GS6
Job Profile No.:
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child

The fundamental mission of UNICEF is to promote the rights of every child at all times, focusing on equity and emphasizing the needs of the most disadvantaged and excluded children and families. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. Supply Division's work continues to be a direct input to development programmes, including delivery of supplies required by programmes working towards the UNICEF SP result areas, and revolves around innovation, influencing markets, supply chain optimization and capacity development.

Procurement centers are responsible for the supply operation, including strategic market intelligence, forecasting, procurement, delivery, innovation and analysis of product groups and procurement strategies. The contracting function leads in expertise on the supply landscape, markets, value for money and interaction with global partners to increase access and sustainable supply which can be accessed by government buyers. The incumbent provides support to optimization projects and is responsible for technical assistance and knowledge management, including knowledge sharing via communication pieces on key products/markets and publication of information.

Job organizational context

This position is in the Supply unit outposted in Jordan/Amman which is part of the Operations Section in Yemen Country Office. The position reports to the Supply Officer directly and provides remote support in the area of procurement of services to Yemen Country Office.

Purpose for the job

Under the general guidance of the Supply Officer, the incumbent is expected to support remotely all UNICEF Yemen sections in all supply contracting processes in accordance with UNICEF Policy, Rules and Regulations and to participate in planning, development and execution of procurement of the selected portfolio of services, including proposing method of purchase, to support and ensuring quality delivery of such services.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Reviews and evaluates incoming Purchase Requisitions and requests to ensure quality and adequacy of information, TORs/specifications, appropriateness of requests, Amendments (i.e. cost and no-cost extensions), delivery dates, budgets, etc. and monitors requisitions to ensure completion of procurement action in a timely manner.
2. Prepares Purchase Orders / Institutional Contracts against existing Long Term Arrangements (LTA) ensuring that the LTA has valid quantities, pricing, etc. and lead-time meets requirements.
3. Conduct procurement of services in accordance with UNICEF rules and regulations; prepare solicitation documents (i.e. RFQs, RFPs), conduct bid openings, bid tabulations, bid evaluations, meetings, interviews with bidders, CRC submissions, prepare LTAs, POs, Contracts in SAP/VISION.
4. Provide guidance and assistance to internal customers on UNICEF procurement-related processes, Financial Rules and Regulations, best practices and ensure effective contract management.
5. Provide guidance and assistance to vendors / bidders on registration, bid submission, invoicing, tax exemption certificates, etc.
6. Ensures evaluation of suppliers (i.e. Vendor Performance Evaluation, Scorecards) with respect to delivery of performance and commercial acceptability is satisfactorily performed in a timely fashion by internal customers.
7. Follow-up with evaluators on their inputs, escalate when appropriate (i.e. vendor performance issues).
8. Maintains comprehensive Procurement and Supplier files, both paper and electronic files, with all required procurement documentation (i.e. fully executed POs / LTAs, Award Recommendation Document, tender documents, evaluations, bids, Waiver, Note For the Record, invoices, delivery receipts, payment requests, correspondence etc.) in accordance with UNICEF Supply Guidelines.
9. Ensures all procurement activities follow the UNICEF Policy, Financial Rules and Regulations, SD Manual, and all other applicable procurement procedures.
10. Any other duties or assignments as requested by the supervisor.

IV. Impact of Results

1. Ensure service-delivery on country programme and procurement services requests that is timely, responsive, and appropriate, achieves value for money and works in concert with national systems and partners. Accomplish such via targeted procurement strategies, including quality and end to end supply chain performance objectives and monitoring.
2. Ensure requirements for coordinated service deliveries to sections for the designated needs are met.
3. Contribute to UNICEF Yemen commitments and relationships with strategic partners and contribute to the team's innovation and process improvement activities.

V. Competencies and level of proficiency required (please base on UNICEF Competency Profiles)	
<p>Core Values</p> <ul style="list-style-type: none"> • Care, • Respect, • Integrity, • Trust And • Accountability <p>Core competencies</p> <ol style="list-style-type: none"> 1. Builds & Maintains Partnership – Leve 1 2. Demonstrates Self-Awareness & Ethical Awareness – Level 1 3. Drive to achieve results for impact – Level 1 4. Innovates and embraces change – Level 1 5. Manages ambiguity and complexity – Level 1 6. Thinks and acts strategically – Level 1 7. Works collaboratively with others – Level 1 	<p>Functional Competencies:</p> <ul style="list-style-type: none"> • Leading and Supervising [II] • Formulating Strategies and Concepts [II] • Analyzing [III] • Relating and Networking [III] • Deciding and Initiating Action [III] • Applying Technical Expertise [III]

VI. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • A university degree in business administration, procurement, supply management or technical field is required.
Experience:	<ul style="list-style-type: none"> • A minimum of six (6) years of experience in procurement and contracting. • Experience working in the UN environment is an asset. • Demonstrated experience in emergency context/fast responding is required. • Experience in using SAP or similar ERP system for supply transactions in an asset.
Knowledge and skills	<ul style="list-style-type: none"> • Knowledge in international public procurement policies and procedures is required. • Knowledge of UNICEF operation’s policies, procedures and guidelines, including UNICEF financial rules and regulations is an asset. • Ability to work remotely with minimum level of supervision.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in both English and Arabic is required.

VII. Signatures- Job Description Certification			
Name:	Andrey Demidovich	Signature	Date
	Sr. Supply & Logistics Manager		
Name:	Lawrence Oundo	Signature	Date
Title:	Chief Operations		
Name	Sara B. Nyanti	Signature	Date
Title:	Head of Office		