



UNITED NATIONS CHILDREN'S FUND  
SPECIFIC JOB DESCRIPTION

I. Post Information			
Job Title:	Senior Supply Associate	Job Level:	GS-7
Title Information in Parenthesis	N/A	Post Number:	126690
Supervisor Title & Level	Procurement Officer	Supervisor Post Level:	NO-1
Duty Station:	Mexico City	Supervisor Post Number:	108732
Country of Duty Station:	Mexico	CCOG Code:	
		Organizational Unit:	Operations

II. Organizational Context and Purpose for the job
<p>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.</p> <p><b><u>Job organizational context:</u></b></p> <p>UNICEF Mexico is a medium size Country Office now expanding its operations through the north and south borders embarking on a bigger humanitarian action and respond, whereby the needs for supply and human resources have increased and the central team requires additional support to fulfil their objectives and help UNICEF achieve its goals.</p> <p>The Senior Supply Associate reports to the Procurement Officer as per the Country Office (CO) set-up and is responsible for managing the supply process of Mexico CO for different departments within UNICEF (Programme, PFP, Communication, Operation) and also give support in the context of emergency situations. The job entails planning, procurement, contracting, customs clearance, warehousing, in country transport and distribution, as well as monitoring of supplies, services and construction works.</p> <p>The incumbent is accountable for delivering efficient and cost-effective administrative support services and responsible for effective planning and proper sourcing to contract institutions and individuals. She/he must conduct efficient procurement to attain the lowest cost without sacrificing the quality of services and supplies, in support of the Country Programme and Humanitarian Action.</p> <p><b><u>Purpose for the job</u></b></p> <p>The Senior Supply Associate performs highly skilled work on UNICEF supply/procurement, and manages the more complex cases and client requests, which frequently requires the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases. This is the senior GS level for more specialized supply/procurement work and requires advanced knowledge acquired through formal training and</p>

experience.

The function is characterized as highly independent and provides opportunities for Associates to lead and carry out responsibility for end to end supply/procurement management from the beginning to the end of the process and provide input into the design and development of improved supply services and delivery mechanisms.

The position can involve supervisory responsibility of others or in some instances be non-supervisory if highly technical.

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

#### Key End-Results Expected

1. Planning
2. Procurement/contracting
3. In-country logistics
4. Warehousing and inventory management
5. Alternative delivery mechanisms and procurement services
6. Partnership, coordination and collaboration
7. Other duties/responsibilities

#### Key Accountabilities, duties and tasks

##### Supply Chain Service Delivery and Response

##### Planning:

- In consultation with supervisor, provide input to the Country Programme Action Planning and advise on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the forecasting, planning, implementation, monitoring and evaluation of the supply chain operations.
- Support supply and logistics emergency preparedness and response activities including establishment of Long-Term Arrangements (LTAs), Procurement and Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock.

##### Procurement/contracting:

- Provide input to and advice on the annual supply plan. Conduct data review and analysis for category management and development of procurement strategies. In collaboration with supervisor, develop procurement management strategies and best practices which help to strengthen supply systems which significantly contributes to Programme results. Conduct market research in relevant areas for UNICEF and advice on best approaches to obtain best value for money and sustainable procurement.
- Where relevant, support product innovation and market shaping initiatives for specific categories of supplies and services.
- Liaise with clients (programme/PFP/Communication/Ops sections) in planning procurement and contracting initiatives, supporting development of appropriate specifications, terms of reference, and logistics arrangements and timelines. Identify opportunities to strengthen sustainability of supply

chains.

- Ensure establishment of Long-Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. In consultation with supervisor, review and provide inputs on Terms of References for service contracting and specifications for goods. Review technical evaluations to ensure equal assessment of suppliers and that scores are commensurate with comments. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as might be requested by the Supervisor. Organize bid openings and conduct technical and financial analysis of offers as might be required, as well as coordinate sample evaluations and supplier sites inspections. Conduct pre-bid meetings, clarifications and negotiations with suppliers and contractors. Maintain highest level of integrity, ethical standards and accountability in the procurement of goods, contracting of services and construction work. Support potential suppliers to register through the United Nations Market Place platform (UNGM).
- Prepare requests for award including submissions to Contract Review Committee. Prepare purchase orders and Institutional Services contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.
- Keep stakeholders/partners informed on the progress. Liaise with suppliers and contractors, ensuring timely follow-up on delivery schedules and coordinate quality assurance inspections. Implement appropriate vendor management practices e.g. supply performance reviews. Monitor expiry of contracts and take timely action for renewal and/or closure.
- Ensure appropriate filing of procurement cases and maintain up to date records for future reference including for audit.
- Reviews procurement and supply reports (open SO, PR and Institutional Services Contracts), goods and services delivery reports. Conduct procurement analysis and provide inputs to reporting to management and programme colleagues on procurement status, timelines, trends and KPIs.
- Regularly extract reports on the status of the existing LTAs, contracts, Purchase Orders (POs) and take necessary action in coordination with the relevant Programme.
- Conduct local market surveys on ongoing and regular basis for identification of potential suppliers to procure the goods and services at competitive costs.

#### **In-country logistics:**

- Provide logistics input to the supply plan, including advising on infrastructure constraints (e.g. customs clearance, port capacity, transport options and warehousing capacity, warehouse security and warehouse handling services) and different delivery mechanisms. Advise on budget requirements for various delivery modalities and ensure establishment of budget with clients. Negotiate with Airport/Port/Shipping Line for waiver of demurrage/detention charges whenever required. Calculate budget requirements for various delivery modalities and ensure establishment of budget with the colleagues from the respective programme sections.
- Liaise with supply colleagues as well as clients and using supply dashboards to ensure pipeline monitoring and establishment of appropriate logistics capacity. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Perform research, collect data and conduct analysis, produce reports and ensure information accuracy in corporate systems to enable informed decision-making.
- Provide specialized support in the area of logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of programme supplies. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.
- Identify needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and support contracting of such service providers including establishment of KPIs and performance monitoring mechanisms. Liaise closely with service providers to ensure

smooth flow of supplies into the country and through in country logistics delivery modalities.

- Manage documentation processing for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.

#### **Warehousing and inventory management:**

- Following UNICEF policies and procedures, assess warehousing capacity including facilities, conditions of equipment, manpower, and processes. Propose corrective actions to supervisor. Assess new warehouse facilities when required. If necessary, implement and organize new warehouse facilities which may include installation and assembly of temporary warehouse structures.
- Oversee appropriate warehousing and inventory management processes in support of the country programme implementation. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained.
- Coordinate availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- Supervise receipt of consignments and dispatch of supplies.
- Prepare stock reports. Monitor inventory to track trends and account for the inventory status from source to beneficiary. Carry out regular physical counts of inventory in the warehouse. Prepare documentation for commodity disposal through Property Survey Board committee. Keep track of near to expiry supplies ensuring FIFO and FEFO approaches.
- Support Warehouse and Inventory assessments and capacity building of partners and counterparts

#### **Alternative delivery mechanisms and procurement services:**

- Support assessment of and collaboration with implementing partners including civil society, for establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).
- Participate in events/meetings that build partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.
- Facilitate Procurement Services (PS) transactions in collaboration with programme sections and UNICEF Supply Division (SD). As appropriate, support CO counterparts on forecasting and costing of PS-channel supplies. Monitor the issuance of Purchase Orders (POs) and/or Copenhagen Warehouse Stock Transfer Orders on PS Sales Orders. Follow up with SD and UNICEF freight forwarders as needed on timely delivery/shipment of PS orders. Support communications and follow up with COs with regard to partnership requests and negotiations as required.
- Maintain up-to-date files for all Procurement Service transactions, including a system for monitoring the different stages of each transaction.
- Monitor the incoming pipeline of PS shipments. If required based on the division of responsibilities agreed in the Memorandum of Understanding (MoU) and Cost Estimate (CE), supervise the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point.
- In collaboration with Supply colleagues and Programme Sections, identify opportunities for capacity building of Government counterparts and improving the supply chain process to make it more effective.

#### **Partnership, coordination and collaboration:**

- Support effective working relations with other agencies, local authorities and implementing partners through information exchange, collaboration, and harmonization. Cooperates with other UN agency counterparts in the UN reform initiatives (including common LTAs, bulk procurement, etc.).
- Support national emergency logistics coordination structures and ensure alignment of UNICEF supply contribution and technical assistance with processes, systems and principles established under the same.
- Supporting in designing and delivering training, capacity building for external IPs (PCA partners, government counterparts, etc.) and internal stakeholders.

**Other duties/responsibilities:**

- In cases where the incumbent has managerial responsibility of lower level GS staff, the incumbent will ensure timely and effective performance management of staff, providing practical advice and guidance to ensure individual and team objectives are met.
- Provides practical input on implementation of guidelines in the area of supply and logistics, in close coordination with the supervisor and/or Dep Rep Ops.
- Supports supervisor and eventually Dep Rep Ops, and updates staff on supply and logistics policies, procedures rules and regulation. Implements the appropriate application and interpretation of S&L rules, regulations, policies and procedures.
- Contributes to recommendations on the improvement of internal controls systems taking into account the prevailing conditions in the locality.
- Keeps supervisor abreast of potential problem areas, prepares reports on supply and logistics matters as required.
- In collaboration with supervisor, Supply Division, Regional Office and the global supply community, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team. Develop and facilitate training of newcomers, establish processes or manuals to support effective workflows.

#### IV. Impact of Results

The Senior Supply Associate's impact is founded on the provision of input into the design and development of improved services, systems and delivery processes. The impact directly affects the quality and timeliness of the delivery of a range of different specialized services for which the unit is accountable. Working with a high degree of operational independence, Senior Associates are accountable for the achievement of overall service delivery results to clients.

Their client interface focuses on handling of advanced and complex supply processes and delivery of services with clients. They liaise with concerned clients and with suppliers to solve issues on purchase orders, contracts, delivery and payments. These relationships are important to ensure that service standards and deadlines are met, and that proposals and actions adhere to policies and rules. The Senior Associate's work relationships require skills to promote understanding and acceptance of regulations, rules and procedures and/or otherwise improve client services.

External contacts involve liaising with similar organizations for collaboration, research and data/information gathering to compile and assess best practices. Furthermore, extensive external contact with suppliers is required, including to negotiate or clarify unique, complex issues or processes. Collaboration with partners and Governments is also applicable.

#### V. Competencies and level of proficiency required

UNICEF's values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS).

The UNICEF competencies required for this post are: Demonstrates Self Awareness and Ethical Awareness, Works Collaboratively with others, Builds and Maintains Partnerships, Innovates and Embraces Change, Thinks and Acts Strategically, Drive to achieve impactful results, and Manages ambiguity and complexity.

To view our values and competency framework please visit the following links: [Our Values](#) and [Our Competencies](#).

##### Skills

In-depth knowledge of the concepts, methodologies relevant to the area of work including the relevant supply chain policies, partnership mechanisms, rules and regulations, as well as general knowledge of other related fields.

High level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to particular circumstances of complex individual cases.

Experience using MS Word, Excel, PowerPoint and other UNICEF office tools.

Demonstrated understanding of the relevant supply chain processes and ability to consistently apply relevant policies, procedures and good practices in the daily work. Good judgement in order to handle complex cases including considerations for exceptions.

Ability to develop and maintain effective working relationships with clients, suppliers, contractors and colleagues and gain the assistance and cooperation of others in a team endeavor.

Ability to use supply related modules within UNICEF ERP system.

Ability to establish priorities and plan his/her own work and plan, coordinate and monitor the work of those under his/her supervision.

Ability to draft clear and concise reports or rationale for supply and logistics related decisions on key issues.

#### VI. Recruitment Qualifications

Education:	<ul style="list-style-type: none"> <li>• Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, logistics, business administration, contract/commercial law, or another relevant technical field.</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of 7 years of progressively responsible experience in supply/procurement management or a commercial context is required. <u>For this position, a bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience.</u></li> <li>• Understanding of development and humanitarian work is an advantage.</li> </ul>



Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in Spanish is required</li><li>• Intermediate level of English is required, fluency is desirable.</li></ul>
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