



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Supply and Logistics Manager**
Supervisor Title/ Level: **Deputy Representative Operations, P-4**
Organizational Unit: **Operations Sections**
Post Location: **Yaounde, Cameroon**

Job Level: **Level 4**
Job Profile No.: **62927**
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 GJP is to be used in a large/medium size Country Office (CO).

Purpose for the job:

Under the direct supervision of the Deputy Representative for Operations, manages the supply operations of a medium-sized country office. Responsible for supply chain operations including planning, procurement, contracting, storage, distribution and monitoring of UNICEF's supplies. Advises on all matters of supply and logistics. Collaborates closely with programme in defining supply interventions to meet programmatic needs and provides technical and advisory support to government entities and partners on supply chain management issues.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Management of the Supply and logistics section of the office**
2. **Supply Chain service delivery and emergency response**

3. **Collaboration with programme and implementing partners**
4. **Technical, advisory support to government and partners**
5. **Innovation, products and markets**
6. **Sub-regional support**

1. Management of the Supply and logistics section of the office

- Establish the annual work plan for the Supply section; determine priorities/targets and performance measurements and monitor work progress to ensure that results are achieved according to schedule and performance standards.
- Supervise and coach section staff, 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.
- Ensure 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 if applicable (e.g. customs clearance, warehousing, transport, distribution)
- Oversees preparation of documentation. Reviews supply documentation including requisitions, tender documents and contracts/purchase orders (POs). Ensures establishment of supply plans and forecasts, supply source- and availability plans, logistics and distribution plans. Ensures establishment and maintenance of operational capacity to handle CO supply chains, including staffing (hand-overs between staff, clarity of roles and responsibilities) and contracting for logistics arrangements if applicable (e.g. customs clearance, storage, transport and distribution) as required in order to ensure timely availability of supplies and delivery to end users.
- Provides strategic direction, ensures knowledge sharing in section as well as with programme sections, partners and UNICEF global supply chain community.
- Ensures appropriate procedures and systems are in place to ensure efficiency of the supply operations. Liaises with Supply Division and other UNICEF offices including regional chief of supply (if applicable), to implement new initiatives and align with good practices.
- Uses category management to analyze supply spend, decide on strategies, and minimize administrative work.
- Ensures regular market research and appropriate vendor management is put in place.
- Conducts field visits to out posted offices or project sites, to monitor supplies and propose actions to improve logistics arrangements.

2. Supply chain service delivery and emergency response

- Participate in the Country Programme Action Planning and advice on Supply requirements for the Plan of Operations and Annual Work Plans. Ensure appropriate planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services.
- Analyze supply spend and establish procurement strategies based on category management in order to focus on strategic, essential supplies and services that contribute to results for children, including establishment of long-term agreements (LTAs) where relevant.
- Ensure timely customs clearance of supplies entering the country and establish appropriate warehousing and inventory management practices, including appropriate in-country transport.
- Ensure 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.

- Develop 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 with internal 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.
- Establishes the Emergency Supply & Logistics Strategy and ensure adequate supply preparedness in line with Minimum Preparedness Standard benchmarks (MPS4)
- Plans and manages the overall implementation of the supply and logistics response as part of the defined UNICEF programme strategy.
- Ensures continuous appropriate staffing structure for supply and logistics, management of staff and hand-overs between deployments.
- Ensures clear identification of roles and responsibilities, tasks and deadlines.
- Represents supply and logistics at high level coordination, implementation and monitoring meetings with internal and external partners.
- Establishes appropriate monitoring, communication and reporting to senior management, programme, clusters, Supply Division, the operations group and external actors.
- Oversees all activities including planning, information management, procurement and logistics, cooperation with partners, service contracting and possible construction works.
- Reviews and endorses source and availability plans, supply strategies, logistics plans, and actual delivery schedules.
- Establishes workload and prioritisation monitoring.

3. Collaboration with programme and implementing partners

- Establishes close collaboration with programme sections, in order to ensure supply involvement in programme design, planning, product selection and forecasting, supply chain strategies, as well as Monitoring and Evaluation which can be used to improve future processes and supplies visibility and accountability.
- Provide 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 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).
- Develop and maintain partnership and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement.
- Participates in country programme planning and review meetings to advice on supply chain matters and develops supply and logistics components of the country programme.

4. Technical and advisory support to government and partners

- 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 the area of supply chains for children, in close collaboration with programme colleagues. Support supply components of health

systems strengthening as might be relevant in the country context.

- Advisory support to Governments and partners in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement.
- Provides technical and advisory support to Government and partners on supply chain management issues.
- Assesses strategic supply chains (health, immunization, nutrition) and develop a supply chain strengthening strategy and road map, building on UNICEF comparative advantage.
- Develops and implements an action plan with the objective to improve programme supplies visibility and accountability, once handed over to partners (e.g. strengthening the accountability framework; End User Monitoring)

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.
- Promotes up to date supply chain management thinking and practices.
- Identifies and focuses on value added services which can be provided by the supply section to programme, government and partners.

6. Sub-regional support

- In close coordination with stakeholders supervises the activities of the logistics hub in Douala.
- Collaborates with neighbouring countries to benefit from Douala and the Cameroon market comparative advantages and inform and organise market assessments and the establishment of strategic supplies and services LTAs.
- Monitors shipments in transit to CAR and Chad and establish systems and collaborations with strategic stakeholders to optimise corridors, to improve overall transport times and cost efficiency.
- Supervises the regional stock in Douala, including deliveries.

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

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)

Functional Competencies

- Analyzing (2)
- Applying technical expertise (2)
- Planning and Organizing (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:	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, or relevant first-level university degree (Bachelor's) in conjunction with a valid relevant professional certification is required.
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:	Fluency in French & English are required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

VII. Signatures - Post Description Certification

Name: Khaled Halouane	Signature	Date
Title: Supervisor, Deputy Representative Operations		
Name: Nadine Perrault	Signature	Date
Title: Head of Office, Representative		