

**TERMS OF REFERENCE (TOR) – Temporary
Appointment- GS-6 Supply /Procurement
Associate; Aden**

Title	Supply/Procurement Associate, GS6
Purpose	Temporary Appointment -Procurement and Contracting activities
Location	Aden Field Office
Duration	1 year (with possibility of an extension up to one Year)
Start Date	As soon as possible
Reporting to	Supply Officer

Background:

UNICEF in Yemen has over 400 staff based in eight locations; five in Yemen (Aden FO, Sana'a FO, Ibb FO, Hodeida FO and Sa'ada FO), the outpost of Mukalla, plus Amman and Djibouti Hubs, to ensure the realization of the rights of all children in the country amid a humanitarian crisis. To strengthen more efficient and responsive Programme delivery across the country, in 2017, UNICEF Yemen instituted a process of decentralization of responsibility and accountability.

As part of the decentralization strategy, capacity building of the field office is mandatory. It needs to be implemented throughout the process, including assessing the recruitment needs to ensure that each Field Office has an organigramme to help smooth the process decentralized.

The Aden Field Office was designated as the pilot office given the strategic emplacement of the field office, and to ensure balance in the decentralization, the office needs to add one Supply/procurement Associate at the GS-6 level to help equilibrate the unit of Supply in AFO. Transactional tasks, as an essential part of decentralization, still need human resources reinforcement.

Additionally, the new Programme of YCO to scale-up Nutrition, the Southern Governorates through the Supply unit and Facilities from Aden will see a boom and increase of almost 100% of the throughput, including the whole management of the Chain cold of COVAX, in the South.

Therefore, the AFO proposes a Supply and procurement associate's recruitment as a TA to reinforce the unit.

PURPOSE:

Under the direct supervision of the Supply Officer, the incumbent will assist in the procurement of goods and services as well as performs a variety of information gathering, monitoring, technical and administrative services of moderate scope and difficulty, in support of Programme activities in Aden, YCO.

MAJOR DUTIES AND RESPONSIBILITIES

- 1. Rapid and relevant responses and assistance provided to evolving supply needs and situations, including emergencies, with a priority on achieving value for money.**
 - Analyzes supply requests and compiles lists of local sources of procurement, contacts local vendors for price quotations, prepares summary of bids including tabulation of information on price and conditions

of offer.

- Drafts solicitation documents for procurement of goods and services
- Send out Solicitation documents and follow up with vendor on receipt of documents
- Ensures orderly and updated system of procurement files for easy access and retrieval
- Draft Purchase Orders, Contracts, and LTA's
- Send PO's to suppliers and follow up to confirm they received the PO
- Follow up with suppliers to obtain signed PO acknowledgement page
- Complete confirmation for PO's in vision

2. Integrity, standards and accountability monitored, administered and maintained by implementing sound, accurate supply and logistics management systems, procedures, documentation and accurate reporting.

- Assist in maintaining up to date supply tracking system to ensure proper follow up for all supplies under assigned projects. Maintain Supply Sales Order monitoring and tracking database.
- Maintain accurate supply and contract tracking system
- Carryout pre-delivery and post-delivery inspections of orders.
- Follow up with suppliers on the timely delivery of goods and coordinate delivery to the end recipients for the assigned Sales Orders
- Follow up with payment processing in Vision and close Purchase orders and contracts that have been completed.

3. Effective collaboration and partnership in supply with internal and external counterparts developed and maintained through better coordination, communication and networking.

- Liaise with Programme staff to ensure draft sales orders are authorized in time
- Coordinates meetings of the Tender Committee to ensure timely bid openings
- Collaborate with Programme sections on needs and consolidate requirements.

WORK EXPERIENCE:

A minimum of 6 years of relevant administrative experience in supply chain management or a commercial context is required. Understanding of development and humanitarian work is an advantage.

SKILLS:

- Thorough knowledge of a range of specialized topics, including the relevant supply chain policies, partnership mechanisms, rules and regulations.
- High level of proficiency or skill is required in the interpretation and application of specialized rules and regulations to the 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 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 related decisions on key issues.

Education

Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.

Language Requirements:

Fluency in English and Arabic is required. Knowledge of another UN language or local language of the duty station is considered as an asset.

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Functional Competencies

- Analyzing (2)
- Learning and Researching (2)
- Planning and organizing (2)
- Following Instructions and Procedures (2)