



UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Post#:XXXXXXXX

Job Title: Contracts Specialist

Supervisor Title/ Level: Operations Manager

Organizational Unit: Operations Section, Athens

Post Location: Athens, Greece

Job Level: P3

Job Profile No.:

CCOG Code:

Functional Code:

Job Classification Level:

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 fulfil their potential but also will lead to sustained growth and stability of countries. Therefore 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.

Strategic office context:

UNICEF Greece Country Office was established in 2020. This confers the full mandate of UNICEF to Greece, which is to provide assistance to member states to fulfil their obligations to children under the UN Convention on the Rights of the Child (CRC), which Greece ratified in 1993. As such, the UNICEF Greece Country Office is expanding its support to all state institutions that have a role in ensuring all two million children in the country can fully enjoy their rights. To date, UNICEF is engaging with counterparts including the ministries of Health, of Labor and Social Affairs, Education, Migration, Justice, Interior, Development and Investments, on issues including foster care and deinstitutionalization, inclusive education, youth skills and employability, as well as exploring options to ensure the availability of increased financing for children in the years ahead.

The Operations section acts as a strategic partner in the areas of HR, Finance, Supply, ICT and Administration and aims for a successful transition of the Greece Country Office by adopting lean and agile business

practices and achieving financial sustainability while contributing to the effective delivery of programmes and development of partnerships to maximize results for children.

Purpose for the Job

Under the general guidance of the Operations Manager, the Contracts Specialist will contribute to the implementation of GCO procurement plan in the context of the Greece Country Programme 2022-2026, in partnership with all relevant stakeholders and partners. The incumbent will be responsible for planning all Service Contracting and Supply needs with Greece Country Office as well as developing and executing procurement strategies for a portfolio of Service and Supply Categories, to secure an uninterrupted, sustainable supply of affordable, quality services. The post holder must be someone who can work independently. The Contracts Specialist will support contract and supply management, monitoring suppliers' performance, **market** research and long- term procurement planning in order to achieve value, the most cost-effective means of procurement. This will be executed through an effective and strategic procurement process in compliance with UNICEFs Financial Rules and Regulations, guided by public procurement principles and pursuing Value for Money for the organization. The incumbent will directly supervise support staff (GS6 level) and contribute to the expansion and capacity building of the team.

III. Key functions, accountabilities and related duties/tasks *(Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)*

Summary of key functions/accountabilities:

1. Ensure all procurement activities are in compliance with the UNICEF Financial Rules and Regulations, SD procedures and guidance notes, and all other applicable procurement procedures while ensuring integrity with solicitation process.
2. Provide advice/guidance to GCO management and requisitioning section concerning service/supply contracting, contractual conditions and contracting processes in general.
3. Manage the development and coordination of procurement workplans and implement strategic procurement decisions and effective vendor relations management, keeping abreast of the developments in supply and procurement area. Undertake market research to develop a pool of healthy vendors and maintain updated vendor list. Works closely with programmes and partners on project design, work plan and procurement coordination, issues of long term forecasting of quantities and planning of funding. Ensures adequate and coordinated planning of procurement and demand of the required services, including coordination on LPA if it is required.
4. Support the GCO sections in developing statement of works (SOWs)/ Terms of References (TORs) i.e. review material specifications, service/purchase requisitions, evaluation criteria, pricing structure, taxation and appropriateness of supply requests (PR and SO) to ensure completeness and appropriateness. Seek optimal value in service/goods from vendors in consultation with Supply Division /Regional Offices/GCO sections.
5. Issue tender invitations to be published through the UNMG, GCO portal and distributed to vendor lists, evaluate offers and negotiate with suppliers in accordance with UNICEF procedures. Adjudicates offers in coordination with the requisitioning section as applicable. Ensure terms and conditions are

well understood by bidders / proposers. Take preventative measure to secure value for money, efficiency and timely completion of the project.

6. Prepares and defends submissions to Contracts Review Committee, drafts and negotiate contracts including long term agreements. Ensure performance and financial risk evaluation of vendors before recommendation for awards.
7. Evaluating supplier's performance with respect to agreed contractual deliverables and implement required corrective action. Undertake risk assessments where necessary and advice on appropriate risk mitigation strategies/measures to deal with the risks.
8. Monitor and identify issues related to ongoing contracts. It includes to ensure monitoring the execution of contracts as per terms and conditions stated in contract, appropriate timing (e.g. not opening after contract duration is overdue) and cost effectiveness. Work for complex cases of contract management. If it is necessary, it requires coordination with local authorities, legal department, field visit etc.
9. Maintain system for supplier/contractor performance evaluations. Establish KPIs for the effectiveness and efficiency of Local Procurement. Design procedures, simplified SOPs to effect the timely execution of contracts and POs in accordance with organizational policies. Define, establish and implement quality control procedures on contract documentation, storage and follow up; approve all functional group standard operating procedures.
10. Provide updated data related to procurement from established data source. The data will be used for programme meeting, CMT etc.
11. Compile and analyse historical data and forecasts of programme requirements. It includes supply planning and monitoring. Conduct market survey on local contractors / suppliers including innovative approach, analyse the result to improve procurement strategy.
12. Support collaboration/partnership initiatives on procurement activities with UN Agencies and other international organizations in areas that will bring value for money to UNICEF.
13. Provide advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement. Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with Supply Division.
14. 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. In collaboration with supervisor run initiatives to ensure local market development where relevant
15. Supervise and identify training needs of staff under supervision. Contribute to Supply section expansion and build capacity of staff in identified areas.
16. Any other duties that may be assigned by the Supervisor.

IV. Impact of Results *(Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF's capacity in achieving its goals)*

This job profile contributes to delivery of quality services / goods to the right holders. It is expected to prevent risks of delay, hazard caused by poor service, reputation damage etc. in line with procurement strategies, including quality and end to end supply chain performance objectives and monitoring. Efficient and effective coordination with requesting sections, contractors, national and local authorities, UNICEF regional office, legal office and SD. The ability of the Contracts Specialist is to successfully plan, manage and oversee the effective and efficient supply chain management of goods, and services 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 (please base on UNICEF Competency Profiles)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- 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)

Functional Competencies:

- Leading and Supervising (level II)
- Deciding and Initiating action (level II)
- Applying Technical Expertise (level II)
- Planning and Organising (level II)
- Following Instructions and Procedures (level II)
- Strong 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.
- Skilled in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Strong knowledge of latest developments and technology in supply chain management.
- 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.

VI. Recruitment Qualifications

Education:	Advanced University degree in Business Administration, Management, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development is required
Experience:	Minimum five years of progressively responsible professional working experience. Having at least two years international working experience is required. Experience in commercial activities with the public or private sector in developing and industrialized countries. Experience in legal field is an asset.
Language Requirements:	Fluency in English and proficiency in other UN language would be beneficial.