



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Project Manager, Accelerating Delivery of Essential Products Together (ADEPT Programme)
Supervisor Title/ Level: Logistics Manager, P4 #71448
Organizational Unit: Global Transport Center
Post Location: Copenhagen, Denmark

Job Level: P4 – TA #136772
Job Profile No.:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

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 Sustainable Development Goals (SDGs) commit all governments to comprehensive, integrated, and universal transformations by 2030. Countries are required to mobilise efforts to end all forms of poverty, fight inequalities and tackle climate change, while ensuring that no one is left behind. Without adequate and sustained investments in health, the SDGs will not be realised.

Job organizational context:

The Global Transport & Logistics Center (GTLC) within the UNICEF Supply Division in Copenhagen is accountable for securing adequate service provision to deliver development and emergency supplies from vendors or UNICEF hubs to all UNICEF COs and Partners and for the ability to go beyond the port of entry up to the last mile. This is possible through establishing a five-year intermodal transport contract with global freight forwarders and MOUs with leading carriers. This strategy also aims to support and streamline processes and systems for efficient and timely international transport services and, as well as strengthening national import and delivery solutions for UNICEF COs and Partners to secure an end-to-end sustainable supply chain for all countries where UNICEF is present.

In line with the systems strengthening strategy, UNICEF is collaborating with the Global Alliance for Trade Facilitation in engaging relevant stakeholder's global forums to advocate for and address bottlenecks in the importation of critical supplies for children, such as vaccines, auxiliary supplies and cold chain equipment; medicines and medical devices; and water and sanitation equipment; and implement appropriate country level process improvement initiatives.

Under the supervision of the GTLC Logistics Manager, the Project Manager will support the ongoing implementation of the ADEPT Programme in existing and additional countries by improving and building systems that enable faster importation, including fiscal and regulatory processes, and clearance of health products, vaccines, and other commodities. The role will also support global policy engagement, importation process improvement initiatives, and stronger public-private collaboration at global and country levels to ensure the timely, efficient, and cost-effective delivery of essential goods to children and vulnerable communities.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. The Project Manager will engage UNICEF offices in mutually agreed countries to support in-country project delivery, as required, by:

- Validating and establishing in-country information and relevant contacts during the initial project validation phase.
- Liaising with relevant stakeholders, including ministries of health and other government agencies, to obtain and maintain support for project activities and working-level collaboration.
- Supporting diagnostic work to map importation processes, including tax exemptions, regulatory approvals, and other clearance requirements.
- Establishing and sourcing the data needed to measure baseline performance and project impact, including time and cost indicators.
- Participating in project governance structures, workshops, and convenings based on diagnostic missions and agreed implementation needs.
- Convening, in coordination with the Alliance, in-country working groups overseeing project implementation, and participating in public-private working groups as needed to support project sustainability.

2. When on mission the Project Manager will collaborate with GATF counterparts on below work assignment overview:

- Convene workshops/joint activities to coordinate the streamlining of the country's importation processes and procedures and advocate for a single window.
- Enhancing the understanding of each country specificity on importation processes and Customs Clearance requirements to reduce NTBs (non-tariffs barriers) through evidence creation and awareness raising activities.
- Clarify with government the mechanism of financial disbursement between governments agencies and how it affects the importation processes and timelines.
- Establish, in collaboration with the Alliance, the in-country working group overseeing the project implementation as required and participate as needed in public-private working groups in-country to ensure project sustainability.
- Raise awareness of key stakeholders (Government, Humanitarian and Private Sector) on the benefit of GATF's initiative in digitalization of the importation processes.

3. Strengthening related partnerships

- Identify key stakeholders that could be strong partners to lobby or collaborate on related activities.

IV. Impact of Results

The incumbent will support UNICEF's ability to deliver essential supplies on time by helping country offices improve importation and clearance processes through the ADEPT Programme. This work will help reduce delays, port storage, demurrage, and detention costs, while improving lead times and keeping cargo on track.

By strengthening systems, using data to identify bottlenecks, and supporting collaboration with public and private sector partners, the role will contribute to more predictable, efficient, and cost-effective delivery of health products, vaccines, and other essential commodities to children and vulnerable communities.

V. Competencies and level of proficiency required

Core Values

1. Care
2. Respect
3. Integrity
4. Trust
5. Accountability
6. Sustainability

Core Competencies skills

1. Builds and maintains partnerships
2. Demonstrates self-awareness and ethical awareness
3. Drive to achieve results for impact
4. Innovates and embraces change
5. Thinks and acts strategically
6. Manages ambiguity and complexity
7. Works collaboratively with others

Other required skills

- Strong verbal and written communication skills in English and ability to work in French.
- Exceptional time management skills required and an ability to complete tasks in a timely and efficient manner, without prompting, both independently and collaboratively; superior organization and prioritization skills and must be meticulous and detail oriented.
- Resourcefulness and ability to work proactively - thinking ahead. Good logic skills to read through different documents and summarize the conclusions and actions taken.
- Flexibility and ability to manage competing demands.
- Works with integrity and ethics; must follow UNICEF's policies and procedures; is consistently at work and on time; ensures work responsibilities are covered when absent.
- Ability to communicate effectively with various audiences.
- Strong cross-cultural and interpersonal skills

VI. Recruitment Qualifications	
Education:	Advanced university degree (Master) in Supply Chain, international business, international relations, international trade or finance or another relevant degree.
Work Experience	At least 8 years of professional work experience in customs procedures, import and export regulations, and customs clearance operations, including experience managing complex customs requirements and resolving clearance challenges in private sector, industry, public sector, humanitarian organizations, or international development settings. Experience in the humanitarian, aid and relief sector, particularly supporting the importation of medicines, medical equipment and related devices, is considered an asset. French language knowledge is considered an asset.
Language Requirements:	Fluency in English is required