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

I. Post Information

Job Title:**Supply and Logistics Specialist (Planning and Replenishment)** Supervisor Title/ Level: **Supply and Logistics Manager** Organizational Unit: **Warehouse Management and Inventory Center (WIMC)** Post Location: **UNICEF Supply Division**	Job Level: **Level 3** Job Profile No.: CCOG Code: **1A09** Functional Code: **SUP** Job Classification Level: **Level 3**

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 Warehouse and Inventory Management Centre (WIMC) is responsible for receiving, storing, packing and dispatching supplies at UNICEF global hubs in support of programme operations and humanitarian action as well as for inventory forecasting and planning for standard and emergency stockpiles. WIMC manages inventory levels and sales orders for standard stock materials, packing, processing and facilitating the deliveries to countries. WIMC also provides oversight and management of the UNICEF Supply and Logistics Hubs in Copenhagen, as well as in Brindisi, Dubai, and other global hubs as needed. In collaboration with the Global Transport & Logistics Centre (GTLC), WIMC also provides oversight and normative support for the management of warehouse operations in Regional and Country Offices.

The Replenishment and Order Fulfillment unit (ROFU) is responsible for the effective replenishment of standard stock materials in SD managed warehouses and hubs with optimal stock levels to meet kit production and country demand as well as for the order fulfillment and processing for SD warehouse deliveries. The Replenishment Planning team in the unit manages the materials planning, authorizes stock replenishment and schedules the kit production. The Customer Service team in the unit processes the country orders from

the Copenhagen warehouse and global hubs, which has a direct impact on shipping, timely delivery and (emergency) programme implementation.

Purpose for the job

Under the supervision of the Supply and Logistics Manager (WIMC), the incumbent is responsible for effective replenishment of standard stock materials in SD managed warehouses with optimal stock levels to meet demand.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. Overall Materials Planning
2. Operational planning and replenishment
3. Collaboration with relevant stakeholders
4. Technical and advisory support on materials planning

1. Overall Materials Planning

- Ensure effective replenishment of standard stock materials in SD managed warehouses and hubs with optimal stock levels to meet demand.
- Determine replenishment strategies, inventory levels and material forecasts for Material Planning.
- Determine appropriate replenishment methodology (e.g. reorder point, forecast, buffer and safety stock) to support fill rates and inventory objectives
- Participate in development of the annual workplan related to replenishment and inventory management.
- Creation and management of material related KPIs and measures to ensure accurate understanding of material availability.

2. Operational planning and replenishment

- Responsible for managing and maintaining optimum inventories of standard-stock materials to meet scheduled kit production and customer demands.
- Review MRP shortage and replenishment reports. Review Purchase Requisitions on a daily basis for accuracy, need and conversion into Purchase Orders.
- Creation and maintenance of detailed material planning parameters in SAP.
- Review material settings to maintain optimum inventory levels to achieve fill rates, limit stock-outs and minimize slow moving and obsolescence.
- Identify materials with no further use or that have reached the minimum remaining shelf-life, recommend actions and draft report for review by the Property Survey Board.

3. Collaboration with relevant stakeholders

- Liaison with procurement and warehouse teams to ensure all material plans are up to date and responsive to changes in material requirements. Expediting material availability through liaison with procurement and teams involved with inbound material processing.
- Liaise with key stakeholders to develop inventory plans, buffer and safety stock to meet demand.
- Participate in emergency coordination, implementation and monitoring meetings with internal and external partners and establish close collaboration with respective centers in SD.

4. Technical and advisory support on materials planning

- Serves as the Subject Matter Expert (SME) for planning and material control functions for UNICEF's ERP system for the teams working with the system.
- Manages, maintains, and recommends continuous improvements to SAP supply chain modules. Analyze the supply chain and inventory control performance of the UNICEF warehouse systems and drive forward visibility of process and continuous improvement of SAP systems and reports.
- Draft SOPs for stock replenishment and provide input to inventory-related policies, procedures and guidelines.

IV. Impact of Results

The ability of the Supply and Logistics Specialist 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/ratings).

Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies

- 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)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

Functional Competencies

- Analyzing (2)
- Applying technical expertise (2)
- Planning and Organizing (2)

VI. Skills

- Strong understanding of supply chain processes, from needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions.
- Strong communication and presentation skills. Ability to present ideas in a clear and concise manner. Ability to communicate with all levels of the hierarchy.
- Ability to influence both supply chain and technical leaders to support inventory management strategy recommendations.
- Strong interpersonal skills and ability to work effectively with staff at all levels both internally and externally.
- Strong analytical skills with the ability to define metrics (KPI's) and identify issues through root cause analysis.
- Ability to utilize Business Intelligence systems to extract data and generate reports.
- Extensive knowledge of purchasing, demand management, forecasting, MRP system functionality as well as knowledge of production.
- Strong knowledge of latest developments and technology in supply chain management
- Excellent Microsoft Office skills with strong analytical abilities.
- Ability to supervise, support and guide a team.
- Multi-tasker and a good team player.
- Rigorous and flexible.

VII. Recruitment Qualifications

Education:	An advanced university degree (master's degree) is required in Business Administration, Engineering, Manufacturing, Management, Supply Chain Management, Logistics, Procurement or related field.
Experience:	A minimum of five (5) years of relevant experience, at the national and international levels, in supply, logistics in general and warehouse and inventory management in particular, procurement, contracting, administration and/or other directly-related technical fields is required. At least 2 years of experience with Materials Planning in a manufacturing environment. Demonstrated experience working in the SAP ERP system, including Materials Requirements Planning (MRP), Materials Management (MM) and Production Planning (PP) modules. Experience of functional and requirements analysis with SAP supply chain modules. Health supply chain management experiences an advantage. Humanitarian work experiences an advantage.

Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.