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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	**: Supply Associate**	**Duty Station**	**: Jakarta**
Level	**: GS-6**	**Section**	**: Operations**
Duration (maximum 364 days)	**: 364 days**	**Report to**	**: Supply & Procurement Officer, NO-A, Post# 114075**
Estimated start date	**: 1 December 2026**		

ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

UNICEF works to protect the rights of every child, with particular attention to children and communities facing disadvantage and exclusion. Within this context, the Supply function enables timely and equitable programme delivery through efficient, transparent and responsive procurement and supply-chain operations.

Purpose for the job

Under the supervision of the Supply & Procurement Officer, the Supply Associate performs advanced and specialized supply-chain functions requiring technical knowledge, sound judgment and a high degree of operational independence.

The position supports end-to-end supply-chain processes, including planning, procurement and contracting, logistics, Procurement Services, supplier and contract follow-up, data management and reporting. The Supply Associate manages complex cases, coordinates with internal clients and external partners, and contributes to improvements in supply-chain services, systems and delivery mechanisms.

The position will strengthen operational capacity and support appropriate segregation of duties across procurement and supply processes, while enabling timely, compliant and effective programme delivery.

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

1. Supply Planning and Monitoring

- Contribute to the development, implementation and monitoring of the Supply Plan and Supply Unit Annual Work Plan, ensuring alignment with programme priorities, available resources and implementation timelines.
- Analyze programme requirements, historical consumption, procurement and delivery trends to support realistic forecasting and planning.
- Monitor supply-chain performance, identify operational bottlenecks and risks, and support emergency preparedness and timely follow-up actions.

2. Procurement/contracting

- Conduct market research for goods and services and provide inputs to procurement strategies that promote value for money, sustainability, competition and compliance with UNICEF procurement principles.
- Work with Programme sections to plan procurement and contracting activities and support the development and review of specifications, Terms of Reference, cost estimates and logistics requirements to ensure clarity, feasibility and market alignment.
- Support the establishment and maintenance of LTAs and process procurement requisitions in accordance with applicable procedures.
- Prepare and issue RFQs, ITBs and RFPs; organize bid openings; coordinate the evaluation process; conduct commercial and financial analyses, as applicable; and facilitate clarifications and negotiations with suppliers.
- Prepare award recommendations and submissions to the Contract Review Committee, as required.
- Draft Purchase Orders and contracts in SAP and ensure that procurement documentation is complete, accurate, compliant and audit-ready before submission for approval.
- Keep internal clients informed of procurement progress and coordinate with suppliers to monitor delivery timelines, address issues and facilitate fulfilment of contractual obligations.
- Support supplier performance monitoring by maintaining updated supplier records, coordinating performance evaluations and documenting performance issues and agreed corrective actions.
- Support contract closure by confirming completion of deliverables, reconciling outstanding matters, facilitating final invoice verification, updating SAP records and ensuring that documentation is properly archived.

- Conduct end-user monitoring with Programme sections to assess the suitability and performance of procured goods and services and use the findings to inform future procurement decisions.
- Maintain complete and organized procurement files and support compliance reviews and audit follow-up.

3. Logistics & Warehousing

- Provide logistics inputs to Supply planning, including advice on customs clearance, transportation, delivery arrangements, port capacity and potential warehousing requirements.
- Monitor supply pipelines using corporate systems and dashboards, coordinating with Programme colleagues, Supply Division, freight forwarders and logistics service providers to facilitate timely clearance and delivery.
- Maintain logistics documentation, including customs-clearance records, shipping documents, delivery notes and invoice-supporting documentation.
- Identify requirements for logistics service providers, support relevant contracting processes and monitor performance against agreed service standards and KPIs.
- Where Country Office warehousing is activated, support warehouse assessments, receipt and dispatch operations, inventory records, physical counts, stock reporting and appropriate storage and inventory controls.
- Prepare relevant documentation for the disposal of supplies through the Property Survey Board, when required.
- Analyze logistics and inventory data and prepare reports to support operational monitoring and decision-making.

4. Procurement Services

- Facilitate Procurement Services transactions in collaboration with Programme sections, government counterparts and UNICEF Supply Division.
- Support forecasting and costing of Procurement Services requirements and monitor the issuance of Purchase Orders and Stock Transfer Orders related to Procurement Services Sales Orders.
- Follow up with Supply Division, freight forwarders and relevant partners on manufacturing, shipment, customs clearance, delivery and distribution status, as applicable.
- Maintain updated transaction records and monitor the pipeline of incoming Procurement Services shipments.
- Where provided for in the applicable Memorandum of Understanding and Cost Estimate, support arrival, customs clearance, temporary storage, packing and in-country distribution to agreed delivery points.
- Prepare Vaccine Arrival Reports, as applicable, and coordinate the reporting and follow-up of damaged goods, discrepancies, short landings, delays and quality concerns.
- Maintain complete, traceable and audit-ready files for Procurement Services transactions.
- Support the identification of capacity-building opportunities for government counterparts to strengthen Procurement Services processes and related supply-chain arrangements.

5. Supply Chain Strengthening for National/Government Supply Chains

- Support the supervisor and Programme Sections in implementing supply chain strengthening activities with government counterparts and partners, including assessments, forecasting, supply planning and identification of operational improvements.
- Provide operational and logistical support for capacity-building activities, including training, workshops and knowledge sharing on relevant supply chain topics.
- Liaise with government counterparts and implementing partners, as required, to support implementation, monitor agreed actions and maintain appropriate documentation and reporting.

6. Info- and Data Management and Reporting

- Maintain accurate and timely procurement and supply data, ensuring data integrity across relevant systems, trackers and dashboards.
- Monitor agreed supply-chain KPIs, analyze performance trends, identify bottlenecks and risks, and escalate issues requiring follow-up to the supervisor.
- Prepare periodic and ad hoc reports, analyses and presentations to support management oversight and operational decision-making.

7. Other duties/responsibilities:

- Support knowledge sharing, onboarding and the development or improvement of Supply tools, templates, guidance materials and working processes.
- Support audit preparation, management reporting and follow-up on agreed actions, as required.

- Support emergency preparedness and response activities and undertake other Supply-related duties assigned by the supervisor, as necessary.

RECRUITMENT QUALIFICATIONS

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.

Work experience:
- A minimum of six years of relevant experience in supply chain management, procurement, contracting, logistics, or a related operational field is required.
- Experience in procurement and contracting processes, supplier management, contract follow-up, logistics and coordination of supply transactions is highly desirable.
- Experience using SAP or other enterprise resource procurement systems, including maintaining accurate procurement and supply records, is an asset.
- Experience in data analysis, KPI monitoring, reporting, and maintaining complete and audit-ready documentation is desirable.
- Experience working in a development or humanitarian context, including engagement with government counterparts, implementing partners or United Nations agencies, is an advantage.

Language proficiency:
Fluency in English and Bahasa Indonesia is required.