UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Procurement Associate Supervisor Title/ Level: Contracts Manager, 18752 , P4 Organizational Unit: Child Survival Centre (CSC) Post Location: Copenhagen	Job Level: GS6 Job Profile No.: 119056 Job Classification Level:

II. Strategic office 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.

Strategic office context :

UNICEF Supply Division (SD) works to ensure equitable and inclusive access to essential supplies and services for children and their families, in development, humanitarian and fragile contexts. These supplies are critical to saving lives, supporting children's health and education, and protecting them from abuse, exploitation, and neglect. As the UN's largest end to end supply chain entity, UNICEF leverages its global reach, market influence, supply chain expertise and partnerships with governments, civil society, private sector, industry, and other stakeholders to meet children's needs and protect their rights around the world.

SD focuses on three result areas to maximize impact, scale, and effectiveness: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; and supply chain optimization. To facilitate and accelerate progress toward these results, SD employs three change strategies: financing for supply and services, supply chain digitalization and supply chain localization.

Job Organizational Context

SD's key priorities are providing timely and effective service delivery, including for emergencies, programmes and procurement services partners, creating healthy markets and sustainable national supply chain systems, and providing supply financing solutions.

The position is located within the Child Survival Centre in Supply Division. Through applied technical, contractual and operational expertise, the Centre supports UNICEF country programmes and procurement services partners. This position is part of the Diagnostics & Vector Control Unit.

Purpose for the job

The Procurement Associate performs highly skilled work on UNICEF supply chains, and manages the more complex cases and client requests, which frequently requires the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases. This is the senior GS level for specialized supply chain work and requires advanced specialized knowledge acquired through formal training and experience.

The function is characterized as highly independent and provides opportunities for Associates to lead and carry out responsibility for end to end supply chain management from the beginning to the end of the process and provide input into the design and development of improved supply chain services and delivery mechanisms.

III. Key functions, accountabilities and related duties/tasks:

Under the supervision of the Contracts Specialist, the following duties and responsibilities will be met:

Planning:

- In consultation with supervisor, provide input to Procurement Planning and advise on Supply requirements for the Annual Work Plans. Participate in the forecasting, planning, implementation, monitoring and evaluation of the supply chain operations, including establishment of performance indicators, and assessment of fit for purpose of products and services.

- Support supply emergency preparedness and response activities including establishment of Long Term Arrangements (LTAs), Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock.

Procurement/contracting:

- Reviews and evaluates incoming supply requisitions and requests to ensure quality and adequacy of information, specifications, appropriateness of requests, quantities, shipment, delivery dates, budgets. Prepare and draft price and cost estimates for Procurement Services transaction including freight.

- Reviews material specifications and requirements with customers, countries, the Technical counterparts and Quality Assurance Centre to ensure completeness and appropriateness. Ensures that customers' claims/complaints are processed in collaboration with Shipping and Quality Assurance Centre.

- Drafts and prepares international tender invitations. Assists with preparation of Contract Review Committee submittals. Drafts and prepares Purchase Orders. Assists with and prepares Long Term Agreements and Direct Order Arrangements.

- Ensure establishment of Long Term Arrangements (LTAs) and act on specific procurement requisitions as might be required. Prepare and process Request for Quotations (RFQs), Invitations to Bid (ITBs) and Requests for Proposals (RFPs), as might be requested by the Supervisor. Organize bid openings, and conduct technical and financial analysis of offers as might be required. Conduct clarifications and negotiations with suppliers. Maintain highest level of integrity, ethical standards and accountability in the procurement of goods, contracting of services and construction work.

- Prepare requests for award including submissions to Contract Review Committee. Prepare purchase orders and contracts in SAP (ERP – Enterprise Resource Planning system), and submit for relevant approvals, ensuring completeness of documentation in UNICEF systems.

- Monitors the status of procurement service orders and center specific KPIs. Pro-actively follows up on placed orders and deliveries with all parties concerned to ensure timely and safe delivery of goods. Transmits all relevant information to customers including changes to planned deliveries, prepares and provides timely and regular status / monitoring reports to customers.

- Provide specialized support in the area of logistics, following standard processes and contributing, directly or indirectly, to the effective delivery of programme supplies. Liaise with internal and external stakeholders to support logistics operations management and contribute to effective service delivery.

- Keep stakeholders/partners informed on the progress. Liaise with suppliers, ensuring timely follow-up on delivery schedules Implement appropriate vendor management practices e.g. supply performance reviews.

- Ensure appropriate filing of procurement cases and maintain up to date records for future reference including for audit.

- Assists in preparation of the forecast exercise to secure a sustained and uninterrupted supply. Preparation and monitoring of detailed allocations database listing country office forecasts vs. supplier availability.

- Maintains order filing in accordance with UNICEF guidelines.

Data Management:

- Identify needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and manage contracting of such service providers including establishment of KPIs and performance monitoring mechanisms.

- Manage documentation processing for execution of logistics operations (e.g. customs clearance, invoice verification), and take appropriate actions to resolve operational issues, escalating complex issues to the supervisor.

- Assists in preparation and analysis of all information materials including Country and or customer specific reports, updating of databases and management systems for use by HQ, Field Offices or Regional Offices.

- Prepares evaluation of suppliers with respect to delivery performance and commercial acceptability.

Other duties/responsibilities:

- In collaboration with supervisor, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team. Develop

and facilitate training of newcomers, establish processes or manuals to support effective workflows.

- Provides coaching and training to new staff.
- Any other duties or assignments as requested by the supervisor.

IV. Impact of Results

UNICEF Supply Division is committed to provide Service-delivery to UNICEF programmes and procurement services partners by ensuring expertise on products, markets and supply chain.

The Procurement Associates' impact is founded on the provision of input into the design and development of improved services, systems and delivery processes. The impact directly affects the quality and timeliness of the delivery of a range of different specialized services for which the unit is accountable. Working with a high degree of operational independence, Associates are accountable for the achievement of overall service delivery results to clients.

Their client interface focuses on handling of specialized and complex supply chain processes and delivery of services with clients. They liaise with concerned clients and with suppliers to solve issues on purchase orders, contracts, delivery and payments. These relationships are important to ensure that service standards and deadlines are met and that proposals and actions adhere to policies and rules. The Associates' work relationships require skills to promote understanding and acceptance of regulations, rules and procedures and/or otherwise improve client services.

External contacts involve liaising with similar organizations for collaboration, research and data/information gathering to compile and assess best practices. Furthermore, extensive external contact with suppliers is required, including to negotiate or clarify unique, complex issues or processes. Collaboration with partners, other UNICEF Offices and Governments is also applicable.

GS6
V. Capabilities Required

1. **Project Management**
- Create project plans, objectives and deliverables
- Track and organize resources like time, budget, and team efforts
- Identify and report potential risks for further guidance

2. **Collaboration**
- Navigate organizational dynamics and adapt behavior to respond to different situations
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences
- Write clear, concise and well-structured reports and documents using appropriate language
- Pay close attention to what others are saying, asking questions for clarification
- Present ideas and information clearly in front of groups

3. **Problem Solving**

- Analyze data, identify trends, patterns and anomalies
- Evaluate information, analyze problems, identify underlying causes and risks
- Summarize and communicate findings, focusing on actionable insights to support decision-making
- Make decisions in time-sensitive situations, even with incomplete information
- Assess the potential impact of solutions (costs, benefits and risks)

4. **Digital Dexterity**

- Utilize AI-powered tools and platforms to automate data analysis
- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
- Use specialist technology business systems and software
- Analyze and summarize data from various business systems to generate reports and insights

VI. Competencies and level of proficiency required

Core Values attributes • Care • Respect • Integrity • Trust • Accountability • Sustainability **Core competencies skills** • Builds and maintains partnerships • Demonstrates self-awareness and • ethical awareness • Drive to achieve results for impact • Innovates and embraces change • Thinks and acts strategically • Manages ambiguity and complexity • Works collaboratively with others	**Functional / technical 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 particular 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.

VII. 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.
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.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish), or local language of the duty station is considered as an asset.