GENERIC JOB PROFILE

I. Post Information	
Job Title: Procurement (Supply & Logistics) Associate **Supervisor Title/ Level:** various **Organizational Unit:** various	**Job Level:** G-6 **Job Profile No.:** **CCOG Code:** 2206 **Functional Code:** SUP **Job Classification Level:** G-6

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 & Purpose for the job

It is worth noting that this GJP covers a broad range of functions in supply. However, depending on the context, the incumbent may focus on all, some, or only one or two areas with great depth. Therefore, if this is the case, this can be made clear in teamwork plans as well as individual performance plans.

The Supply and Logistics 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.
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.

The incumbent may supervise lower-level GS staff.

III. Key functions, accountabilities and related duties/tasks

1. **Planning**
   - In consultation with the supervisor, provide input to the Country Programme Action Planning and advise on Supply requirements for the Plan of Operations and Annual Work Plans including supply 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 regular local market surveys to identify, evaluate, and maintain a roster of qualified suppliers, ensuring procurement of goods and services at optimal cost, quality, and value. Provide analysis of market trends and recommend sourcing strategies to the supervisor and programme teams.
   - Serve as a focal point for procurement and contracting planning with programme sections, proactively coordinating needs assessments, advising on optimal procurement strategies, and supporting the development and review of technical specifications, terms of reference, distribution plans, and procurement timelines to ensure timely and efficient delivery of supplies and services.

2. **Procurement/contracting (specialized):**
   - Provide input and advice on the annual supply plan. Conduct data review and analysis for category management and development of procurement strategies. Conduct market research in relevant areas for UNICEF and advise on best approaches to obtain best value for money and sustainable procurement. Support product innovation and market shaping initiatives for specific categories of supplies and services.
   - Liaise with colleagues in planning procurement and contracting initiatives, supporting development of appropriate specifications, terms of reference, and logistics arrangements and timelines. Take into account opportunities to strengthen sustainability of supply chains.
   - Support the 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 the 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 Contracts Review Committee (CRC). Prepare purchase orders and contracts in VISION/SAP (ERP – Enterprise Resource Planning system), and submit relevant approvals, ensuring completeness of documentation in UNICEF systems.
   - 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 audit.
   - Monitor and analyze supply dashboard reports to track key supply and logistics performance indicators. Coordinate with programme sections and supply colleagues to proactively follow up on pending actions, ensuring timely and effective supply responses in support of UNICEF programme implementation.
   - Generate and review detailed reports on the status of Long-Term Agreements (LTAs), Sales Orders (SOs), Purchase Requisitions (PRs), Purchase Orders (POs), and Institutional Contracts, identifying bottlenecks and discrepancies. Take timely corrective actions in coordination with relevant programme teams and stakeholders, and provide technical input to improve transaction workflows and compliance

3. In-country logistics (specialized)

- Provide logistics input to the supply plan, including advising on infrastructure constraints (e.g. customs clearance, port capacity, transport options and warehousing capacity) and different delivery mechanisms. Support provision of budget requirements for various delivery modalities and ensure establishment of budget with programme colleagues.
- Liaise with supply colleagues and use supply dashboards to ensure pipeline monitoring and establishment of appropriate logistics capacity. Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Perform research, collect data and conduct analysis, produce reports, and ensure information accuracy to enable informed decision-making.
- Keep track of demurrages and detention charges. When applicable, ensure that LTAs are with national clearing agents. Support with Airport/Port/Shipping Line for waiver of demurrage/detention charges whenever required.
- 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.
- Identify needs for contracting of logistics third party services (e.g. customs clearance, warehousing, transport, distribution) and support in the management of 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.

4. Warehousing and inventory management (specialized)

- Support in the arrangement of UNICEF warehouse facilities and operations in line with UNICEF policies and procedures. Assess warehousing capacity including facilities, conditions of equipment, manpower, and processes. Propose corrective actions to supervisor. Assess new warehouse facilities when required. If necessary, implement and organize new warehouse facilities which may include installation and assembly of temporary warehouse structures (e.g. Wiik-Halls/Rub Halls).
- Maintain appropriate warehousing and inventory management processes in support of the country's programme implementation. Ensure accurate and complete accounting, reporting and internal control systems are in place, and relevant records are properly maintained.
- Assess availability of space and prepare stacking and storage plans to ensure appropriate storage and optimize use of space.
- Supervise receipt of consignments and dispatch of supplies.
- Prepare stock reports. Monitor inventory tracking trends and account for the inventory status from source to beneficiary. Carry out regular physical counts of inventory in the warehouse. Prepare documentation for commodity disposal through Property Survey Board committee.

5. Partnership, coordination and collaboration

- Support and contribute to the development of partnerships and collaborative relationships with UN agencies and other partners by participating in joint planning, procurement harmonization efforts, and logistics coordination initiatives. Represent the supply function in inter-agency meetings as required and provide technical input to strengthen collaborative procurement and supply chain arrangements.
- Participate in events/meetings that build partnerships and collaborative relations with UN organizations to support harmonized and collaborative procurement and logistics arrangements.

6. Supply Chain Strengthening for national/ government supply chains

- In collaboration with Supply colleagues and Programme Sections, support in identifying opportunities for capacity building of Government counterparts and improving the supply chain process to make it more effective.
- Provide operational and logistical support for end-to-end supply chain strengthening initiatives with partners, including active participation in needs assessments, forecasting exercises, and supply planning. Contribute technical input to ensure alignment with programme goals and national priorities.
- Support the organization of capacity-building activities, including training and knowledge-sharing sessions with government and partners, in areas such as last mile delivery, supply chain digitalization, and workforce development. Facilitate logistics and contribute content or technical guidance where relevant.
- Support the coordination with government counterparts and implementing partners to support the implementation of evidence-based supply chain interventions. Monitor progress against country-specific supply chain roadmaps and contribute to reporting and follow-up actions in collaboration with the supervisor.

7. Alternative delivery mechanisms, Procurement Services and Supply Financing

- Facilitate Procurement Services (PS) transactions in collaboration with programme sections and UNICEF Supply Division (SD). As appropriate, support CO counterparts on forecasting and costing of PS-channel supplies. Monitor the issuance of Purchase Orders (POs) and/or Copenhagen Warehouse Stock Transfer Orders on PS Sales Orders. Follow up with SD and UNICEF freight forwarders as needed on timely delivery/shipment of PS orders. Support communications and follow up with COs with regard to partnership requests and negotiations as required.
- Maintain up-to-date files for all Procurement Service transactions, including a system for monitoring the different stages of each transaction.
- Monitor the incoming pipeline of PS shipments. If required based on the division of responsibilities agreed in the Memorandum of Understanding (MoU) and Cost Estimate (CE), supervise the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point.
- Support in the coordination and implementation of financing initiatives, including the Vaccine Independence Initiative (VII) and match fund mechanisms, by providing logistical and administrative assistance. Contribute to monitoring progress, preparing relevant documentation, and liaising with stakeholders to facilitate timely and efficient financing of operations.

8. Localization

- Support in administrative and logistical processes to facilitate national and regional procurement of essential supplies and services, including managing vendor communications and ensuring accurate and timely documentation in compliance with UNICEF policies.
- Support in the planning, organization, and documentation of capacity-building activities for local suppliers and service providers, contributing technical inputs and ensuring follow-up actions to strengthen supplier performance and compliance.
- Provide coordinated administrative and technical support for engagements with local manufacturers, assist in efforts to enhance national production capacity, monitor compliance with quality standards, and promote alignment with UNICEF procurement requirements.

9. Emergency Preparedness

- Supports emergency preparedness and response activities including establishment of Long-Term Arrangements (LTAs), Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock.
- Coordinate administrative and logistical activities related to emergency supply preparedness, including regular updates to the Emergency Supply List (ESL) and support procurement planning to ensure readiness and timely response.

- Monitor and analyze pre-positioned stock levels, delivery schedules, and warehouse operations, proactively identifying potential bottlenecks and coordinating with relevant teams to minimize delays and strengthen rapid response capabilities during emergencies.

10. Info- and Data management and reporting

- Ensure continuous and accurate availability of procurement-related data, including forecasting, requisitions received, orders placed, incoming goods, and delivery schedules. Analyze data trends to support decision-making and prepare comprehensive periodic and ad-hoc reports to inform management and programme teams.
- Support assessment of and collaboration with implementing partners including civil society, for establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).

11. Other duties/responsibilities

- In cases where the incumbent has managerial responsibility of lower-level GS staff, the incumbent will ensure timely and effective performance management of staff, providing practical advice and guidance to ensure individual and team objectives are met.
- In collaboration with supervisor, Supply Division, Regional Office and the global supply community, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team.
- Support the development and facilitation of training of newcomers, providing inputs towards establishment of processes or manuals to support effective workflows.

IV. Impact of Results

The Supply & Logistic 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 specialized and complex supply chain processes and delivery of services to 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 negotiating or clarifying unique, complex issues or processes. Collaboration with partners and Governments is also applicable.

V. Capabilities Required

1. **Project Management (3)**
   - 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 (3)**
   - 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, ask questions for clarification.
   - Present ideas and information clearly in front of groups.

3. **Problem Solving (3)**
   - 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 (3)**
   - 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. UNICEF values and competency Required (based on the updated Framework)

Core Values

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

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)

Core Competencies for Staff without Supervisory Responsibilities

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with Others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to Achieve Impactful Results (1)
- Manages Ambiguity and Complexity (1)

*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Manages people is only applicable to staff who supervise others.

Functional Competencies

- Analyzing (2)
- Learning and Researching (2)
- Planning and Organizing (2)
- Following Instructions and Procedures (2)

VII. 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 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.

VIII. Recruitment Qualifications

Education:	Completion of secondary education is required. Professional and/or university courses related to the field of work are highly desirable.
Experience:	Minimum six years of relevant administrative experience in supply chain management or in a commercial context is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chines, French, Russian or Spanish) or local

	language of the duty station is considered an asset.

IX. Child Safeguarding	
Is this role a representative, deputy representative, chief of field office, the most senior child protection role in the office, child safeguarding focal point, or investigator (OIAI)?	NO
Is this post a direct contact role in which incumbents will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?	NO
Is this post a child data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national id, location data, or photos)?	NO
The selected candidate for this position will be required to engage with vulnerable children.	NO