UNITED NATIONS CHILDREN'S FUND
JOB PROFILE

I. Post Information

Job Title: **Quality Assurance Specialist** Supervisor Title/ Level: **Quality Assurance Specialist (P4)/#43423** Organizational Unit: **Quality Assurance &Policy Centre (QAPC), Supply Division** Post Location: **Copenhagen, Denmark**	Job Level: **P 3** Job Profile No.: CCOG Code: Functional Code: Job Classification Level: **P-3**

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 :

The Supply Division is responsible for overseeing UNICEF's global procurement and logistics operation. The Division supports UNICEF Country Offices and partners in achieving UNICEF's priorities by procuring supplies that meet high standards for quality and value and then ensuring their timely delivery. It also ensures that procurement by every UNICEF office follows organizational regulations and ethical standards.

As well as supporting UNICEF's ongoing programmatic activities and procurement and supply of essential commodities on behalf of governments, the supply function provides rapid supply response to emergencies. Ensuring the global availability of essential supplies through influencing markets for lifesaving commodities such as vaccines, essential medicines and health products, and implementing a range of supply chain models to ensure these supplies are delivered to children, are two overarching focuses of the Division.

The Quality Assurance Specialist will work within the Quality Inspection Unit-Pharma (QIU-P); which is responsible for ensuring that pharmaceuticals and nutritional products procured by UNICEF for Programmes and Partners meet UNICEF Quality Standards.

Purpose for the job:

To use specialised commodity knowledge to ensure that the appropriate quality standards are being consistently applied and maintained for pharmaceutical and/or nutrition products and food supplements globally purchased by UNICEF Supply Division and Country Offices.

Ensures compliance with Good Storage and Distribution Practices (GSDP), ISO and other relevant international regulations, standards and guidelines, including integration of Quality Management Systems (QMS) requirements into work processes and functions.

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

- Responsible for the selective quality inspection/testing of pharmaceutical and/or nutrition products, on receipt in Copenhagen and at any location of manufacturing required, including the field, and ensure fitness for use and consistence between the item, the material specification and purchase order requirements.
- Under guidance of the supervisor takes part in approval of manufacturers of pharmaceutical and nutrition products and food supplements. Performs or arranges GMP/GDSP inspection of manufacturers and service providers where relevant.
- Manages handling of complaints and recalls of pharmaceutical and nutrition products under guidance from the supervisor
- Arranges Pre-Delivery Inspections of Pharmaceutical and Nutrition products and food supplements to ensure compliance with specifications for the products
- Works with relevant centres in Supply Division to implement temperature-controlled shipments of pharmaceuticals and other relevant products supplied to and from Supply Division as well as for direct shipment to the customer.
- Supports implementation of GDP activities related to self-inspection and training.
- Any other duties as requested by the supervisor.

IV. Impact of Results

- Ensures that the appropriate quality standards for pharmaceutical and / or nutrition products and food supplements are consistently applied and maintained.

V. Competencies and level of proficiency required

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)

Other technical skills

a) Specific Technical Knowledge Required (for the job)

- Broad knowledge of WHO GMP/GDSP Guidelines and/or Codex Alimentarius and ISO 22000 required
- Prior experience in inspection or audit of manufacturers of nutrition products or pharmaceuticals is required
- Good computer skills

b) Common Technical Knowledge Required (for the job group)

- Knowledge of ISO 9000 Standards required
- Knowledge of public procurement principles and processes
- Knowledge of risk management

c) Technical Knowledge to be Acquired/Enhanced (for the Job)

- Commitment to maintain up-to-date knowledge and skills in relevant areas

VI. Recruitment Qualifications

Education:	Advanced university degree in Pharmacy, Nutrition, Food Technology or relevant technical field, with background experience on pharmaceutical and/or nutrition products.
Experience:	Minimum five years of professional experience in a commercial, governmental authority, or an international organization, some of which should be at the international level. Background in quality assurance of pharmaceutical and / or nutrition products as well as GMP inspections or audits is required. Knowledge of international collaboration in forums such as WHO, FAO, WFP and PIC/S is an asset. Qualified and experienced QMS/GMP auditor.
Language Requirements:	English fluency required. Knowledge of another UN language is an asset.
