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

I. Post Information

Job Title: **Procurement Services Manager** Supervisor Title/ Level: Chief **Supply and Logistics** Organizational Unit: Post Location: **WCAR, DRC-Kinshasa**	Job Level: **Level 4** Job Profile No.: **70199** CCOG Code: **1A09** Functional Code: **SUP** Job Classification Level: **Level 4**

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:

UNICEF works in 190 countries and territories to protect the rights of every child. UNICEF has spent 70 years working to improve the lives of children and their families. Defending children's rights throughout their lives requires a global presence, aiming to produce results and understand their effects. UNICEF believes all children have a right to survive, thrive and fulfill their potential – to the benefit of a better world.

Democratic Republic of Congo

Despite its vast physical size and limitless natural resources, the Democratic Republic of Congo (DRC) is one of the poorest countries in the world, ranking 175th out of 189 countries in the 2015 human development report. Child poverty is widespread, particularly in conflict-affected and hard-to reach areas. According to a recent UNICEF study, 80 percent of children aged zero to 15 years old experience at least two major child rights deprivations. Despite sustained growth in recent years, the size of DRC's economy remains far too small to provide enough government revenue to meet the basic needs of the population, children in particular. Since 2016, political instability, the persistence of conflicts in Eastern DRC and a sharp fall in global commodity prices have been aggravating factors.

DRC is one of the over 190 countries and territories around the World where UNICEF works to overcome the obstacles that poverty, violence, disease and discrimination place in a child's path.

Procurement services is integrated into the Supply and Logistics section to promote coherence between the different components of the supply operations in the office, and to expand the scope of procurement services offered by the Country Office to the Government, humanitarian organization and potential donors.

The Procurement Services Manager has the objective to manage the high value and the complexity of Procurement Services projects in DRC (average annual value: USD 180M), as well as the having a high level of interaction with

government and others existing partners.

Purpose for the job: Under the general guidance of the Chief Manager and Logistics, the incumbent is responsible for the development, planning, implementation, monitoring, evaluation of all Procurement Services within the country program intervention namely health, nutrition, immunization and education sector.

III. Key function, accountabilities and related duties/tasks

1. Promote the Procurement services and UNICEF innovative funding mechanism (Vaccines independence initiative, Matching fund for nutrition bridge fund for health and nutrition to UNICEF sections, targeted gouvernement departement and potential donors (USAID, EU, bilateral contributors etc…

2. Develops in very close cooperation with government, the MoH and its major programs (PNLP, PNLS, PEV, ProNaNut, PNAME), and other concerned parties, an operational framework/memorandum of understanding (MoU) for procurement services and supply management whereby UNICEF avails its procurement competencies and expertise as another mode of development assistance in accordance with UNICEF rules and regulations on procurement and supply management (PSM).

3. Ensures that UNICEF contributes to capacity building of the relevant government departments/units including provincial level in procurement and supply chain. Participates in training/update in the international procurement and quality control systems as well as facilitating the pre-qualification of local manufacturers and international suppliers.

4. Contributes to the preparation of government and partners'/clients' PSM plans that include clear lists of requirements and specifications. Takes every opportunity to leverage resources for maternal and child interventions including nutrition sector. Underlines and indicates clearly to all potential partners the overall capacity of UNICEF's Procurement Services, especially in the Health Section.

5. Works with UNICEF Supply Division to prepare Cost Estimates for supplies and services (including details of potential suppliers), and submits them to the 'secretaire general a la sante' or accountable officer of the partner/client, with copies to designated officers as per the agreed procurement framework (MoU). In case of acceptance, ensures that UNICEF's notice is accompanied by a cost estimate for delivery of the requested supplies, conditional on the Government's consent to this cost estimate.

6. Ensures that when the Government or other partners/clients submit to UNICEF a Request for Procurement Services, the specifications for Supplies are clear and complete, as well as with a distribution plan and delivery schedule. Ensures that UNICEF notifies the Government or other partners/clients of whether the Request for Procurement Services is accepted, is declined or is incomplete, requiring further clarifications.

7. Ensures that the Contract (accepted Request for Procurement Services and UNICEF notice of accepted Cost Estimates) amendments, including amendments as to the quantity of supplies and distribution plan, may only be made by subsequent written agreement between UNICEF and the Government or partner/client.

8. Ensure the liaison for MoU management in close collaboration with Supply Division to ensure that financial report are elaborated and shared woth the partner at right time and potential balance is shared with the partner for decision (additional needs or reversal) and follow-up the process with Supply Division.

9. Organizes, supervises the arrival, storage, packing and in-country distribution to end-user of all PS commodities arriving, including necessary training of end users for the correct use and maintenance of the technical equipment.

10. Secures an effective and well co-coordinated channel of communication, by providing Delivery Status Report of supplies; Minutes of all meetings and consultations; Delivery status reports upon receipt of each consignment; Specifically requested and agreed upon reports; Mid-year and annual Procurement Services Progress Report (narrative and financial); Trip reports and other relevant supervisory reports produced at UNICEF related to PSM.

IV. Impact of Results

The incumbent contributes to technical decisions on PSM, which would include product specification and quantification; cost-estimates; delivery schedule and adherence to international and national legal requirements. Given the volume, value & the complexity of procurement services, the incumbent's decisions and professional conduct would affect the Government's/partners'/clients' perception of UNICEF As world leader in the procurement of supplies and the overall efficiency and effectiveness of UNICEF procurement services.

The incumbent makes recommendations on procurement and supply management, how to deal with government and partners'/clients' enquiries on PSM, how to deal with media and public enquiries on UNICEF procurement services and supply management; and linkages with UNICEF SD, UNICEF Regional Office and other sections within the Country Office. These recommendations influence the reputation of UNICEF as it provides procurement services as another form of development assistance.

- Incorrect information would lead to loss of trust and reputation.
- Failure to deliver supplies on time would lead to interruption of life saving supplies that would necessitate undertaking emergency delivery of products by air which is very expensive.
- Ineffective interaction with the government and other partners will negatively affect the implementation and acceptability of UNICEF procurement services.

As the post is highly technical, supervision is limited to guidance on the overall program achievements and organizational policies. Incumbent is expected to perform independently and to consult with the supervisor when major decisions and actions must be undertaken.

Knowledge in procurement and supply management and relevant related regulations as well as the latest developments and technology in the field. Proven ability to conceptualize, develop, plan and manage programs, as well as to impart knowledge and teach skills.

Leadership and teamwork abilities.

Good analytical, negotiating, communication and advocacy skills.

Demonstrated ability to work in a multi-cultural environment and establish harmonious and effective working relationships both within and outside the organization.

Computer skills, including internet navigation and various office applications.

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (2)
- 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)

VI. Skills

- Ability to resolve difficult, complex and sensitive situations often under pressure.
- Ability to initiate and manage change in a diverse environment.
- Ability to clearly and concisely express ideas and concepts in written and oral form.
- Ability to manage and monitor the effective use of financial and material resources.
- Ability to supervise and direct a team of professional and support staff.
- The ability to allocate appropriate time and resources for successful achievement of goals, and foresee risks and allow for contingencies when planning.
- Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.
- Ability to work strategically to realize organizational goals, develop strategies, set clear visions.
- Advanced communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Strong understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Strong overall knowledge and understanding of UNICEF programmes, public procurement principles, financial and legal aspects of supply chain issues, ethics and risk management of supply chain operations.

Technical Knowledge

- Knowledge of Supply Chain Management preferably in a developing country context
- Mastery of technical knowledge (product knowledge, market research/analysis) required for Supply Management/Purchasing/Contracting (e.g., vaccine, equipment, medical supplies, contracts, customs function, taxation, insurance, etc.)
- Knowledge of relevant Information Technology software

Common Technical Knowledge Required (for the job group)

- Knowledge of managing inventory, transport, and diverse logistics operations (e.g., programme supply & logistics) in the international environment.
- Knowledge of supply/contracting/logistics policies, goals, strategies, and approaches.

- Knowledge of public procurement principles and processes.
- Knowledge of procurement process from procurement planning, to execution to contract management and administration, including procurement methods and tools of good procurement practice.
- Knowledge of establishing strategic, long term and sustainable procurement arrangements.
- Knowledge of general principles and processes involved in risk management in procurement, including risk analysis and evaluation techniques.
- Knowledge of financial and legal implications in procurement process.
- Knowledge of category management.

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

- UNICEF Supply Function goals, visions, positions, policies and strategies. (E.g., SUPDIRs, PROs, Executive Directives,).
- Rules and regulations of supply and programme manuals and instructions. (E.g., Supply Field Manual, Programme, Policy and Procedures Manual).
- Financial circulars and rules, regulations and manual.
- Administrative and Human Resources Rules and Manuals.
- Information and Communication Technology administration.
- UNICEF emergency programme and operations policies, strategies, procedures and approaches.
- Rights-based and Results-based management and programming approach in UNICEF.
- Mid-Term Strategic Plan (MTSP); Country Programme Management Plan (CPMP).
- International Code of Conduct.

VII. Recruitment Qualifications

Education:	An advanced university degree from a recognized academic institution in one of the following fields is required: Supply Chain Management, Business Administration, Management, International Economics, Engineering, International Development, Contract/Commercial Law, or directly related areas including logistics operations or UNICEF programme areas.
Experience:	A minimum of eight years of progressively responsible professional work experience at the national and international levels in programme planning, procurement and supply chain system straightening. Hands on experience liaising with various donors involved in procurement and a strong capacity to represent the organization in related technical working groups.
Language Requirements:	Fluency in French and English required. Knowledge of the local working language of the duty station is an asset.