UNITED NATIONS CHILDREN'S FUND
Supply and Logistics Specialist

I. Post Information

Job Title: **Supply and Logistics Specialist** Supervisor Title/ Level: **UN80 Principal Coordinator** Organizational Unit: **Operations: Supply Management** Post Location: **Headquarters: Denmark**	Job Level: **P3** Job Profile No.: Functional Code: Job Classification Level:

II. Organizational Context and Purpose for the job

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.
The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does, in programmes, 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. Investing in the most disadvantaged citizens advances human rights while supporting sustained growth and stability.

Strategic office context

UNICEF Supply Division 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, the private sector, industry and other stakeholders to meet children's needs and protect their rights around the world.
Supply Division 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, Supply Division employs three change strategies: financing for supplies and services, supply chain digitalization and supply chain localization.

Purpose for the job

Reporting to the UN80 Principal Coordinator, the incumbent will support taking forward the UN80 Integrated Supply Chain Initiative, with a particular focus on the operationalization of the Optimized Global Logistics and Harmonized In-Country Logistics pillars. This includes managing requests received through the UN Integrated Supply Chain Hub and supporting the roll-out of the tool, its user support and its continuous improvement in collaboration with the WFP development team. The incumbent will also support starter countries in implementing the outcomes of their UN80 strategies and contribute to scaling up the initiative. In addition, the incumbent will serve as

a member of the inter-agency temporary cell. The incumbent will work in collaboration with UN partners and leverage UNICEF's position as the largest end-to-end supply chain agency in the United Nations system.
The incumbent will also support logistics improvement projects at Supply Division as required.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities

1. Operationalization of the UN80 Integrated Supply Chain Initiative
Support the UN80 Principal Coordinator in translating the Integrated Supply Chain Initiative into operational arrangements, with a focus on the Optimized Global Logistics and Harmonized In-Country Logistics pillars.

- Contribute to the development and update of operational documents, including standard operating procedures, process maps, service definitions and guidance notes.
- Track implementation progress, risks and dependencies, and prepare regular updates, briefing notes and presentations for the UN80 Principal Coordinator and senior management.
- Monitor key performance indicators to measure uptake, service levels and benefits of the initiative.
- Act as the link between the requesting agency and UNICEF Supply Division for requests handled by UNICEF, including coordinating requests related to Contribution in Kind (CIK), with associated transactional activities undertaken through the relevant UNICEF functions in accordance with agreed processes

2. Management of requests through the UN Integrated Supply Chain Hub
Manage service requests received through the UN Integrated Supply Chain Hub, ensuring timely, transparent and consistent handling across participating agencies.

- Review, triage and route incoming requests to the appropriate agency or service provider in line with agreed rules and procedures.
- Follow up on open requests with requesting entities and service providers, and escalate issues when required.
- Maintain accurate records of requests and outcomes, and analyze request data to identify trends, bottlenecks and opportunities for improvement.
- Act as the link between the requesting agency and UNICEF Supply Division for requests handled by UNICEF, including related transactional work such as management of Contribution in Kind (CIK).

3. Roll-out, user support and continuous improvement of the Hub
Support the roll-out of the UN Integrated Supply Chain Hub, its user support and its continuous improvement in collaboration with the WFP development team.

- Support the onboarding of agencies and country offices, including the preparation of training materials, user guides and information sessions.
- Act as a point of contact for user support, resolving queries and issues or escalating them to the WFP development team.
- Collect user feedback, document business requirements and help prioritize enhancements with the WFP development team.
- Participate in the testing and validation of new functionalities before release.

4. Support to starter countries
Support starter countries in implementing the outcomes of their UN80 strategies.

- Provide technical advice and guidance to UN country teams and country-level working groups on harmonized in-country logistics solutions.
- Support the translation of country strategies into implementation plans with clear actions, responsibilities and timelines.

- Monitor implementation progress, identify challenges and facilitate solutions with agencies at country, regional and global levels.
- Document good practices and lessons learned to inform further scale-up.

5. Scale-up of the initiative
Contribute to scaling up the initiative to additional commodities and countries.

- Support analysis to identify and prioritize additional commodities, countries and services for inclusion.
- Contribute to the development of scale-up plans, readiness criteria and roll-out approaches.
- Adapt tools, processes and guidance based on lessons learned from starter countries.

6. Participation in the inter-agency temporary cell
Serve as a member of the inter-agency temporary cell supporting the implementation of the initiative.

- Contribute to the day-to-day work of the temporary cell, including coordination, problem solving and follow-up with participating agencies.
- Bring UNICEF supply and logistics expertise to the cell and ensure an effective flow of information with Supply Division.
- Contribute to lessons learned and recommendations on longer-term operating arrangements.

IV. Impact of Results

Effective operationalization of the UN80 Integrated Supply Chain Initiative will strengthen UNICEF's contribution to a more integrated, efficient and interoperable UN supply chain. Timely and consistent management of requests through the UN Integrated Supply Chain Hub, together with a well-supported and continuously improved tool, will build user trust and uptake across agencies. Practical support to starter countries and to the scale-up of the initiative will help translate UN80 strategies into tangible results, including reduced duplication, lower costs and more reliable delivery of supplies and services to the populations the UN serves. The temporary cell will help build consensus on common standards and processes, and position UNICEF as a trusted partner in UN supply chain reform.

V. UNICEF values and competency Required

i) Core Values

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

ii) 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)
- 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 work strategically to realize organizational goals and to translate strategies into operational processes, plans and procedures.
- Strong overall knowledge and understanding of end-to-end supply chain management, including global logistics, in-country logistics, transport and distribution.
- Knowledge of the UN system and inter-agency coordination mechanisms, including harmonized and collaborative supply chain initiatives.
- Ability to build consensus and facilitate discussions among multiple stakeholders with diverse interests, including UN agencies, country offices and service providers.
- Strong analytical skills, including the ability to analyze data, identify bottlenecks and propose improvements.
- Ability to translate user needs into business requirements and to work with technical teams on the roll-out and continuous improvement of digital supply chain tools.

VII. Child Safeguarding Risk Assessment

Is this position considered as 'elevated risk role' from a child safeguarding perspective?	☐Yes ☒ No If Yes, check all that apply
Direct contact role	☐Yes ☒ No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.
Child data role	☐Yes ☒ No If yes please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos).
Assessed Risk Role	☐Yes ☒ No

	If yes, please indicate the number of hours/months of direct engagement with particularly vulnerable children
Safeguarding response role	☐Yes ☒ No

VIII. Recruitment Qualifications	
Education:	An advanced university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement or related field.
Experience:	A minimum of five (5) years of relevant experience, at the national and international levels, in supply, logistics, procurement and/or other directly related technical fields is required. Experience working in inter-agency settings or within the UN system is required. Experience in operationalizing supply chain or logistics initiatives, including the development of standard operating procedures, processes and performance indicators, is required. Experience in the roll-out, user support and continuous improvement of digital tools or platforms, including collaboration with technical development teams, is considered an asset. Experience in leading or facilitating multi-stakeholder working groups and building consensus among partners is considered an asset. Developing country work experience and/or familiarity with emergency and humanitarian contexts is considered an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is considered an asset.