UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Technical Officer (Medical Devices) **Supervisor Title/ Level:** Technical Manager (Medical Devices, Diagnostics & Vector Controls), P-4, #133166 **Organizational Unit:** Child Survival Centre (CSC) **Post Location:** Copenhagen, Denmark	**Job Level:** P-2 **Job Profile No.:** 139582 **Job Classification Level:**

II. Strategic office context and purpose for the job

The central 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: (i) strategic procurement; (ii) supply preparedness and response in humanitarian and fragile contexts; (iii) 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.

The position is located in the Health Technology Unit (HTU) of the Child Survival Centre (CSC) in Supply Division in Copenhagen, Denmark, and is reporting to the P4 Supply Technical Manager. Through applied technical, contractual, and operational expertise, CSC supports UNICEF routine programmes, emergency responses and procurement services partners to respond to the increased demand from countries and partners.

Purpose for the job

Under the general guidance of the P4 Technical Manager, acts as material owner for a portfolio of medical equipment, devices, consumable and instruments.

Applies specialized product knowledge, and in collaboration with counterparts in Country Offices and Programme Group, establishes technical specifications, standards and guidelines for procurement of medical equipment, devices, consumable and instruments used for Maternal Neonatal and Child Health (MNCH), requisitioned by UNICEF routine programmes, emergency responses and specialized UN agencies, governments and non-governmental organizations on a procurement services basis.

Supports UNICEF's strategies in collaboration with counterparts in the commercial team, Country Offices and Programme Group, to strengthen country capacity in the area of procurement and supply of medical equipment, devices, consumable and instruments.

III. Key functions, accountabilities and related duties/tasks

1. Under the guidance of the P4 Technical Manager develops, and maintains technical procurement specifications and requirements to ensure completeness and appropriateness of a portfolio of products that include medical equipment, devices, consumable and instruments in both the UNICEF database and catalogue.

2. Technical adjudication in the context of procurement tenders for products in the portfolio. Advises programmes and partners on technical matters relating to the commodities of specialization. Clarifies inadequate specifications, proposing substitute or alternative items, as necessary.

3. Manages an important part of UNICEF's portfolio (so called Material Ownership) of medical equipment, devices, consumable and instruments.

4. Conducts market research and horizon scanning to identify new sources, technologies, and innovations. Establishes and maintains database of product sources and supports innovation projects where market gaps exist.

5. Ensures all products in the portfolio comply with the applicable regulatory compliance and quality management system requirements in accordance with UNICEF's technical and quality policy.

6. Supports Supply Financing Centre with the development of Cost Estimates for medical equipment, devices, consumable and instruments, and related services, through contributions of the technical knowledge of products, quality standards and performance of technologies in the field.

7. Assisting UNICEF Country Offices and government partners in the context of programs and projects implementation aimed at improving access to the products in the portfolio.

8. Any other duties or assignments in the context of managing of UNICEF's portfolio for medical equipment, devices, consumable and instruments, as requested by the supervisor.

IV. Impact of Results

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

- The Technical Officer will support the technical screening of supply requests for Maternal, Newborn and Child Health (MNCH) technologies supporting routine programmes, emergency responses and procurement service requests from Country Offices and partners.
- The Technical Officer is responsible for ensuring that the commodities in its portfolio supplied by UNICEF are fit-for-purpose and meet the required quality standards.
- Guided by the P4 Technical Manager, the Technical Officer will facilitate management of latest knowledge and communication with UNICEF Programmes, Supply Division Centres, UN agencies and NGO partners on technical matters.

V. Competencies and level of proficiency required

Core Values attributes

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

Core competencies skills

- Nurtures, Leads and Manages People [1]
- Demonstrates Self Awareness and Ethical Awareness [2]
- Works Collaboratively with others [1]
- Builds and Maintains Partnerships [1]
- Innovates and Embraces Change [1]
- Thinks and Acts Strategically [1]
- Drives to achieve impactful results [1]
- Manages ambiguity and complexity [1]

Functional / technical skills

- Analyzing [2]
- Applying Technical Expertise [2]
- Deciding and Initiating [1]
- Relating and Networking [1]
- Planning and Organizing [1]
- Creating and Innovating [1]

Technical Knowledge

- Specialist knowledge of medical equipment, devices, consumable and instruments.
- Practical technical working knowledge of common clinical protocols, and common protocols for mother and child preventive, diagnostic and curative interventions, and support services in UNICEF program countries.
- Practical working knowledge in international procurement, technical evaluations and end-user monitoring in developping countries.
- Knowledgeable about the latest developments in technology in the area of medical equipment, devices, consumable and instruments is considered indispensable.
- Knowledgeable in producing technical guidance for use of medical equipment, devices, consumable and instruments, is considered a strong asset.

Functional competencies / technical skills

- Strong technical understanding of medical equipment, devices, consumable and instruments is required.
- Current knowledge of the latest developments and technology in the field of work.
- Experience of public procurement is considered a strong asset.
- Proven ability to plan and execute ideas as well as transfer knowledge and skills.
- Ability to work in a multi-cultural environment and establish harmonious and effective working relationships.
- Able to work independently and problem solving oriented.
- Computer skills, including internet navigation and various office applications.

VI. Recruitment Qualifications	
Education:	Bachelor or equivalent (First Level University Degree) in biomedical- and clinical engineering, biotechnology or similar relevant disciplines.
Experience:	• Minimum 2 years of progressive relevant professional experience with hospital & medical equipment, devices, consumable and instruments technology. • Hands-on work experience in developing countries is required; e.g., in a hospital at in- and outpatients departments where preventive-, diagnostic-, curative- and support services are provived. • Solid understanding Quality Assurance management and regulatory frameworks of medical equipment, devices, consumable and instruments. • Understanding of procurement and supply of medical equipment, devices, consumable and instruments, in developing countries and low resource settings. • Experience working within the UN or a similar international organization/NGO is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.