GENERIC JOB PROFILE

I. Post Information

Job Title: **Supply and Logistics Officer** Supervisor Title/ Level: **Deputy Representative Operations Level 4** Organizational Unit: **Operations** Post Location: **Djibouti Country Office**	Job Level: **NOB** Job Profile No.: CCOG Code:**1A09** Functional Code: **SUP** Job Classification Level: **Level 2**

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:
The UNICEF Djibouti Country Office operates in a development and humanitarian context characterized by recurrent climate-related shocks, population movements, public health risks and persistent disparities affecting children and vulnerable communities. The country programme relies on the timely availability of quality-assured supplies, services and construction works to support programme implementation across health, nutrition, education, water, sanitation and hygiene, and child protection, including emergency preparedness and response.

The Supply and Logistics Officer is located within the Operations function of the Djibouti Country Office and reports to the Deputy Representative Operations, Level 4. The position serves as the office's focal point for supply chain management and provides technical and operational leadership across supply planning, procurement, contracting, customs clearance, warehousing, inventory management, transport and last-mile distribution. The Officer works closely with programme sections to translate programme priorities and annual workplans into realistic, timely and cost-effective supply and logistics interventions, while ensuring compliance with UNICEF policies, procedures and ethical standards.
The incumbent also maintains close collaboration with government counterparts, implementing partners, United Nations agencies, service providers, the UNICEF Regional Office and Supply Division. Attention is given to strengthening national supply chain systems, supporting emergency preparedness and response, managing operational and fiduciary risks, improving supply visibility and performance, and identifying opportunities for collaborative procurement, market development and sustainable supply solutions. Through effective coordination and evidence-based supply chain management, the position contributes directly to the continuity, quality and timely delivery of programmes and results for children in Djibouti.

Purpose of the job:

The Supply and Logistic Officer reports to the Deputy Representative Operations for supervision and guidance. The Supply and Logistics officer provides technical and operational support and is responsible for managing the supply chains of a small sized country office, or elements of the supply chains of a larger supply operation. The supply chain operations include planning, procurement, contracting, customs clearance, warehousing, in country transport and distribution, as well as monitoring of supplies, services and construction works. The incumbent supports management collaboration with programmes in defining supply interventions to meet programmatic needs and achieve results for children, and provides technical and advisory support to governments, national systems and partners on supply chain management.

III. Key function, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1. **Supervision of supply team**
2. **Supply Chain service delivery and emergency response**
3. **Collaboration with programme and implementing partners**
4. **Technical, advisory support to government/national systems**
5. **Innovation, products and markets**

1. **Supervision of the supply team**

- Preparation of the annual work plan for the Supply team; assist in determining priorities/targets and performance measurements and monitoring work progress to ensure that results are achieved according to schedule and performance standards.

- Supervise and coach team members, ensure timely performance management of staff. In collaboration with Supply Division, Regional Office and the global supply community, ensure knowledge sharing and learning is prioritized in order to continuously build capacity of individuals and the team.

- In consultation with supervisor, ensure establishment and maintenance of operational capacity to handle CO supply chains, including staffing (appropriate staffing structure, timely recruitment, clarity of roles and responsibilities) and contracting of third party services if applicable (e.g. customs clearance, warehousing, transport, distribution)

2. Supply chain service delivery and emergency response

- In consultation with supervisor, provide input to the Country Programme Action Planning and advice on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the 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.

- Monitor and review supply spend and draft procurement strategies based on category management in order to focus on strategic, essential supplies and services that contribute to results for children, and support the establishment of long term agreements (LTAs) where relevant. Maintain highest level of integrity, ethical standards and accountability in the procurement of goods, contracting of services and construction work.

- Monitor progress of offshore and/or regional procurement and take action to ensure timely customs clearance of supplies entering the country. Maintain appropriate warehousing, inventory management and in-country transport in support of the country programme implementation. Keep stakeholders/partners informed on the progress. Implement appropriate vendor management practices e.g. supply performance reviews.

- Analyze supply dashboards, implementation rates of key performance indicators and supply information/data from various systems and conduct root cause analysis of supply chain bottlenecks and challenges, with a view to drive improvements and ensure efficient and effective supply chains for children.

- Participate in the development of an emergency supply & logistics strategy based on risk assessment analysis and Programme assumptions. Ensure an emergency supply and logistics preparedness action plan for the CO is established in line with Core Commitments for Children in Humanitarian Action (CCC), and implemented (establishment of relevant LTAs and frame agreements for emergency response, prepositioning of stock, and training of staff in the country office).

- Build strong working relations with Regional Chiefs of Supply/Regional Chief of Operations, as well as Supply Division, to align with global and regional approaches and initiatives in supply chain management.

3. Collaboration with programme and implementing partners

- In collaboration with supervisor, develop close collaboration with programme sections through involvement in programme design, planning, and preparation for implementation of supply components as well as monitoring and evaluation. Establish accountability framework with programmes, for delivery of results for children.
- Prepare supply documentation to facilitate input to donor dialogue, and support development of supply components of proposals to donors including budgeting and use of innovative financing mechanisms for supplies, services and construction works.
- Support assessment of and collaboration with implementing partners including civil society, establishment of Programme Cooperation Agreements (PCAs), and monitoring of supply components under Harmonized Approach to Cash Transfers (HACT).
- Participate in events/meetings that build partnerships and collaborative relations with Government, UN organizations and bilateral counterparts in supply and logistics activities including harmonized and collaborative procurement.

4. Technical and advisory support to government/national systems

- Provide input to promoting of supply chain strengthening and change management initiatives with governments and partners, to ensure efficient and effective supply chains for children.
- Provide input to capacity development initiatives in the area of supply chains for children, in close collaboration with supervisor and programme colleagues. Support supply components of health systems strengthening as might be relevant in the country context.
- Prepare relevant supply reports to facilitate advisory support to Governments/national systems in defining and determining supply solutions for children, such as use of procurement services; supply financing solutions; local market development; private sector engagement.

5. Innovation, products and markets

- Contribute to pilots and support the actual roll-out of new products and services, in close collaboration with supervisor and Supply Division.

- Support initiatives for promote critical thinking, innovative approaches and good practices on supply chain management within the organization as well as with externals to ensure effective and efficient supply chains for children.

- Further to analysis of supply spend and related procurement strategies, support initiatives to ensure local market development where relevant.

IV. Impact of Results

The ability of the Supply and Logistics Officer to successfully plan, manage and oversee the effective and efficient supply chain management of goods, services and construction works for UNICEF programmes and the Government, directly impact on program goals and results for children. This in turn contributes to maintaining/enhancing the credibility of UNICEF as an effective and responsible manager of funds entrusted to the organization and to furthering UNICEF image as a competent organization for delivering cost effective and sustainable program results for children.

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

i) <u>Core Values</u>

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

ii) <u>Core Competencies (For Staff with Supervisory Responsibilities)</u> *

- 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)

or

<u>Core Competencies (For Staff without Supervisory Responsibilities)</u> *

- 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.

VI. Skills

- Good analytical skill and negotiating skills.
- 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.
- Ability to work in a multicultural environment and establish harmonious working relationships, both within and outside the organisation.
- Fast learner, adapts and responds to change, tolerates ambiguity.
- Ability to contribute to formulation of strategies and policies.
- Good knowledge of latest developments and technology in supply chain management.
- Good understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.
- Good 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.

VII. Recruitment Qualifications	
Education:	A university degree is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development, Health or related social science field.
Experience:	A minimum of two (2) years of relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required. Understanding of development and humanitarian work. Emergency experience an advantage. Health supply chain management experiences an advantage.
Language Requirements:	Fluency in french is required. Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language is an asset.