UNITED NATIONS CHILDREN'S FUND

JOB PROFILE

I. Post Information

Job Title: Contracts Manager **Supervisor Title/ Level:** Chief, NCDC, P-5,133170 **Organizational Unit:** Nutrition & Child Development Centre **Post Location:** Copenhagen, Denmark	**Job Level:** P-4 **Job Profile No.:** 43416 **Job Classification Level:**

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:

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: strategic procurement; supply preparedness and response in humanitarian and fragile contexts; 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 **Contracts Manager – Child Development and Education (CDE)** support the Chief of the Nutrition and Child Development Centre (NCDC) by overseeing end-to-end procurement and contracting processes for education, early childhood development, and child protection supplies. The role ensures

that procurement is efficient, transparent, and fully aligned with UNICEF's mandate to advance early learning, safe and stimulating environments, and equitable access to essential developmental and educational materials for children in diverse contexts.

The position leads the CDE unit and is responsible for developing procurement strategies, managing supplier contracts, and maintaining strong market engagement to ensure the timely availability of high-quality, safe, and cost-effective CDE products. Through contract administration, supplier performance monitoring, and global market analysis, the Contracts Manager strengthens supply systems, reduces risks, supports innovation, and enhances UNICEF's ability to respond to programme and emergency needs with appropriate, child-focused solutions.

The Contracts Manager also ensures that procurement practices incorporate sustainability principles and meet UNICEF's safety and quality standards for child-facing products. Working closely with country offices, regional teams, and global partners, the role contributes to improved forecasting, stronger supplier relationships, and more agile procurement mechanisms. These efforts help reinforce emergency preparedness, support localization, and drive continuous improvement across UNICEF's Child Development and Education supply portfolio.

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

1. Responsible for leading a group of professionals and support staff. Establishes work plans and priorities, monitor achievements and evaluates performance of staff.
2. Manages procurement of materials; including proposal of supply strategy and method of purchase; LTA's, Regional Procurement, Direct Order, LPA etc.
3. Conducts contracts management to ensure supplier compliance to LTA's and purchase order terms and conditions.
4. Ensures all procurement activities are in compliance with the UNICEF Financial Rules and Regulations, SD Manual, and all other applicable procurement procedures.
5. Provides advice/guidance to requisitioning CO/RO concerning contractual conditions and supplier appraisals for purchasing of products/services.
6. Undertakes capacity building or audit missions to field offices as requested.
7. Participates in the negotiation of MOUs, ensuring compliance of the request with division procedures and policy.
8. Reviews material specifications and requirements with the Technical staffs and QA Centre to ensure completeness and appropriateness.
9. In partnership with QA Centre, Technical staff and Warehouse & Logistics Centre, evaluates suppliers with respect to delivery performance, product acceptability and commercial acceptability.
10. Performs as a liaison in communication with other centres regarding implementation of procurement cycle.
11. Participates in procurement workshops and business seminars organized by UNICEF and/or external partners, including presentation of data and representation of SD.

12. In partnership with Global Programme Division (GPG) develop collaborations with companies, foundations, academic and research institutions to work on new Education supply innovations and technologies.

13.Any other duties or assignments as requested by the supervisor.

IV. Impact of Results

- Develop and implements procurement strategies for the education supplies close collaboration with relevant SD Business Units (BU's).
- Advise and supports country programmes and HQ divisions on supply issues relevant to education and helps develop supply analysis and strategies of country programmes and procurement services.
- Responsible to ensure service delivery to country programmes and emergency response that is timely, responsive and appropriate; achieves value for money while focusing on sustainable procurement element and exploring geographic diversity of supplier base
- Accomplish such with targeted procurement strategy, quality assurance, tracking supplier performance and end to end supply chain monitoring; ensuring Key Performance Indicators are achieved
- Requirements for coordinated and efficient support to centre process and analysis.
- Overall, this position will lead the organization's strengthened commitment to the promotion of availability and sustainable management of the Education portfolio

V. Competencies and level of proficiency required

Core Values attributes	**Core competencies skills**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	• 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)

VI. Recruitment Qualifications

Education:	A completed advanced university degree (Master's Degree) in business administration, law or related disciplines is required.
Experience:	8 to 10 years of progressively responsible professional experience including at least 3 years working internationally is required.

	Strong procurement expertise and technical knowledge regarding education-related commodities and supplies is required. Experience with worldwide procurement, contract negotiations and administration, combined with understanding of supplier markets and economics is required. Experience in implementing education programmes in developing and/or industrialized countries in public or private sector is an asset. Experience in managing contracting for printing 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.