



UNITED NATIONS CHILDREN'S FUND JPO Request Form



Training and Learning Plan

- ✓ Participation in a one-week JPO Induction Programme in New York;
- ✓ Guidance and advice in relation to training opportunities within the field of expertise;
- ✓ Use of yearly JPO training funds for internal/external training opportunities;
- ✓ Participation in the Mentoring, Coaching, and Career Counselling and Career transition programmes;
- ✓ Encourage field mission and/or stretch assignment during and after the 2nd year

In addition, the JPO will benefit from the following specific learning opportunities in the receiving office:

- ✓ Supply workflow and Procurement at UNICEF
- ✓ Logistics at UNICEF (online training)
- ✓ People management skills (online training)
- ✓ Leadership foundations (online training)

Career prospects and potential for retention:

- ✓ Supply Unit in TCO has potential for growing further upon availability of funding. Hence career prospects exist within UNICEF Turkiye and beyond. Variety of supply portfolio in TCO would enable the candidate to get comparative advantage when applying to supply and logistics related positions in the future.
- ✓ Once JPO's duration of service is ended, he/she can apply positions in programme and operations units within UNICEF

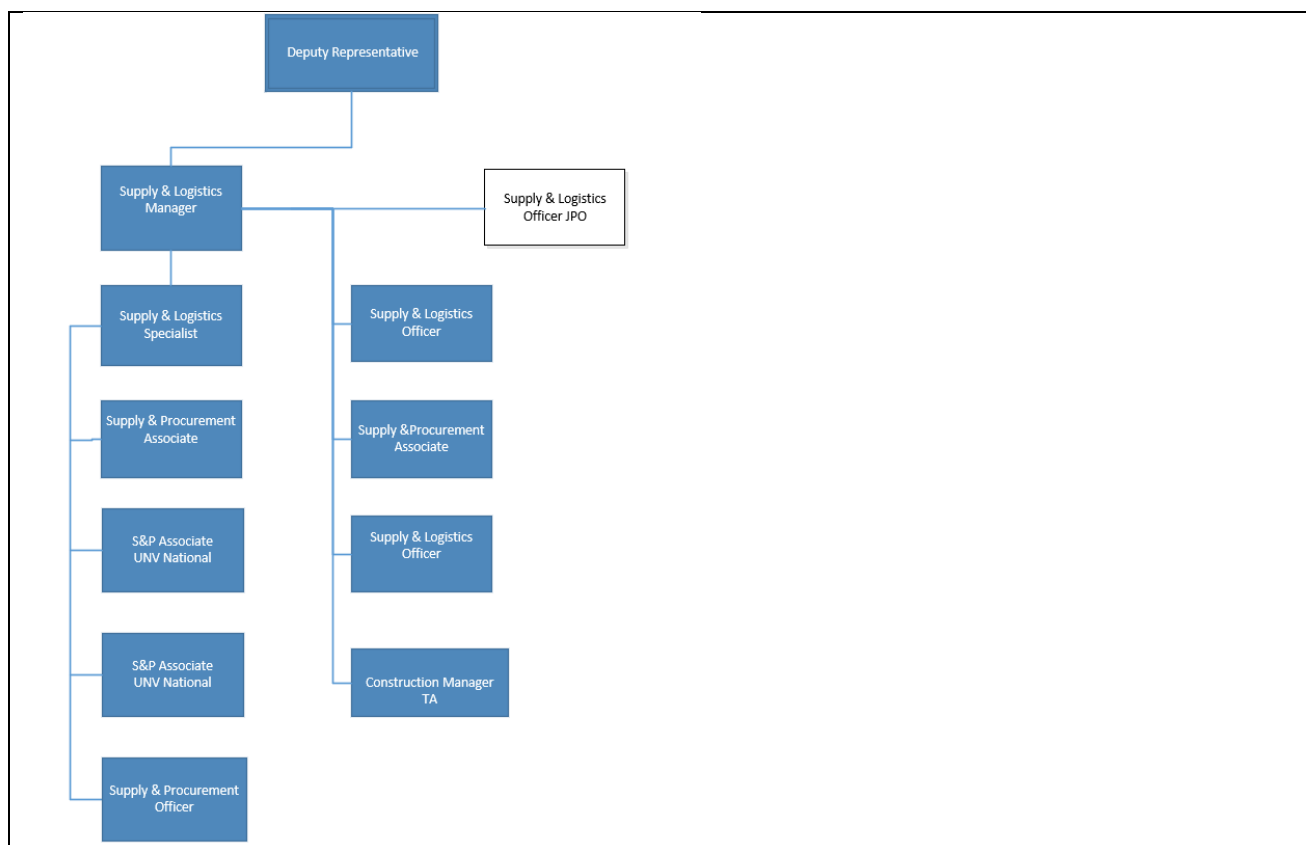
Supervisor's experience in coaching and development of young professionals:

- ✓ The supervisor has extensive experience as a supervisor, coaching and mentoring young professionals both international professionals (whom have been transferred and promoted continuing he/her UNICEF career) and national staff (whom some have transitioned into international professionals of UNICEF and beyond). During 2023 only, the supervisor have actively tutored 3 UNVs

(one international), 8 interns, 6 stretch/surge staff (all international) while supervising a core team of 5 staff members.

Information and living condition of Duty station: [For Filed Office locations only]	
General Information	Ankara is a family duty station. It is the capital of Turkey and the country's second largest city after Istanbul with a population of more than 5 million people. Centrally located in Anatolia, Ankara is an important commercial and industrial city. It is the center of the Turkish Government and houses foreign embassies. It is an important crossroads of trade, strategically located at the center of Turkey's highway and railway networks. Ankara is also a hub for direct flights to most major cities in the world.
Security	Ankara is classified as Security Level 1 in the UN system, like majority of Turkey. Ankara is generally, a safe city, where normal use of common sense and acting responsibly takes one a long way. The public transport is safe to use. There are no direct threats towards United Nations and its staff in Turkey.
Housing	Apartments / flats are generally in good condition, with well-functioning services (gas, electricity, water). Single houses with surrounding gardens are very rare in Ankara. When available, they are generally more expensive than apartments. Therefore, most international personnel live in apartments. New arrivals are usually able to find an apartment in about a month of arrival. The cost of housing varies, depending on the location, size, and facilities. Housing in general is the largest monthly expense. Upon arrival, UN staff will temporarily stay in a hotel until long-term housing is found.
Schools & Childcare	<p>Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and preschool classes (sometimes even a nursery) for younger kids. Tuition is in one or more foreign language although some subjects are taught in Turkish in some schools. The American, British, French, and Pakistan Embassies sponsor their own private schools in Ankara.</p> <p>Some international staff have installed their family in Istanbul where there are more school options. Although international schools are open to children of all nationalities, it should be noted that some of them all give priority to children of their own nationality. Entrance to school is therefore understood to be on a space-available basis.</p>
Work for spouses & partners	Work opportunities for spouses/partners are limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

Reporting line of the JPO



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: Supply and Logistics Officer
 Supervisor Title/ Level: Supply and Logistics Manager
 Organizational Unit: Operations
 Post Location: Ankara

Job Level: P-2
 Job Profile No.:
 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:

Supply and Procurement Section at UNICEF is seeking donor support for the funding of a JPO position for 2023 – 2024 that will provide critical support for the accelerated implementation of the Supply Chain Management in Turkey Country Office. The JPO Supply & Logistics Officer will support Supply & Procurement Section's ability to ensure timely response to procurement and logistics request of the Programme Sections.

JPO will also support providing technical and operation support as per the priorities of UNICEF and the set-up of the country office. JPO will provide assistance for the management of the collaboration between programme sections in defining supply interventions to meet the programmatic needs and achieve results for children and women in Turkey. Overall, the funding of this position will provide much-needed support for the organization's strengthened commitment to the promotion of the rights of the children.

Purpose for the job:

Example: Under direct supervisor of Supply & Logistics Manager (P4), the JPO will be responsible for the following key functions/accountabilities:

- Supply chain management concerning provision of goods, contracting of services
- Collaboration with programme and implementing partners
- Innovation products and market shaping

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

1. Supply chain management concerning provision of goods, contracting of services

- 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

<p>challenges, with a view to drive improvements and ensure efficient and effective supply chains for children.</p> <ul style="list-style-type: none"> ▪ 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
<p>2. Collaboration with programme and implementing partners</p> <ul style="list-style-type: none"> • 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. • Review and comment on Programme Documents (PDs) to make sure the programme budgets reflect realistic figures that align with mutual benefits of UNICEF and implementing partners. • 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.
<p>3. Innovation, products and market shaping</p> <ul style="list-style-type: none"> • 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. Competencies and level of proficiency required

(Please base on UNICEF Competency Framework)

<p><u>Core Values attributes</u></p> <ul style="list-style-type: none">• Care• Respect• Integrity• Trust• Accountability <p><u>Core competencies skills</u> (please make sure to adjust competency levels depending on supervisory responsibilities)</p> <ul style="list-style-type: none">• 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)	<p><u>Functional Competencies</u> (please use GJP as reference):</p> <ul style="list-style-type: none">• Persuading and influencing (1)• Applying technical expertise (1)• Learning and researching (2)• Planning and organizing (2)
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VI. 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:	<p>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.</p> <p>Understanding of development and humanitarian work.</p> <p>Emergency experience an advantage.</p> <p>Warehouse management experience an advantage</p> <p>Health supply chain management experience an advantage.</p>
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.