



UNITED NATIONS CHILDREN'S FUND Supply and Logistics 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:

✓

Please also mention the following:

- ✓ **Career prospects and potential for retention:** although we do not foresee opening a position for a Communication Officer, having UNICEF experience in communication, especially in social and digital media, enhances the JPO professional profile and opens the opportunity to apply to a staff position in the communication and resource mobilization section.
- ✓ **Supervisor's experience in coaching and development of young professionals:** The supervisor is currently finalizing his training to obtain foundational training for Managers.

Information and living condition of Duty station: [For Filed Office locations only]

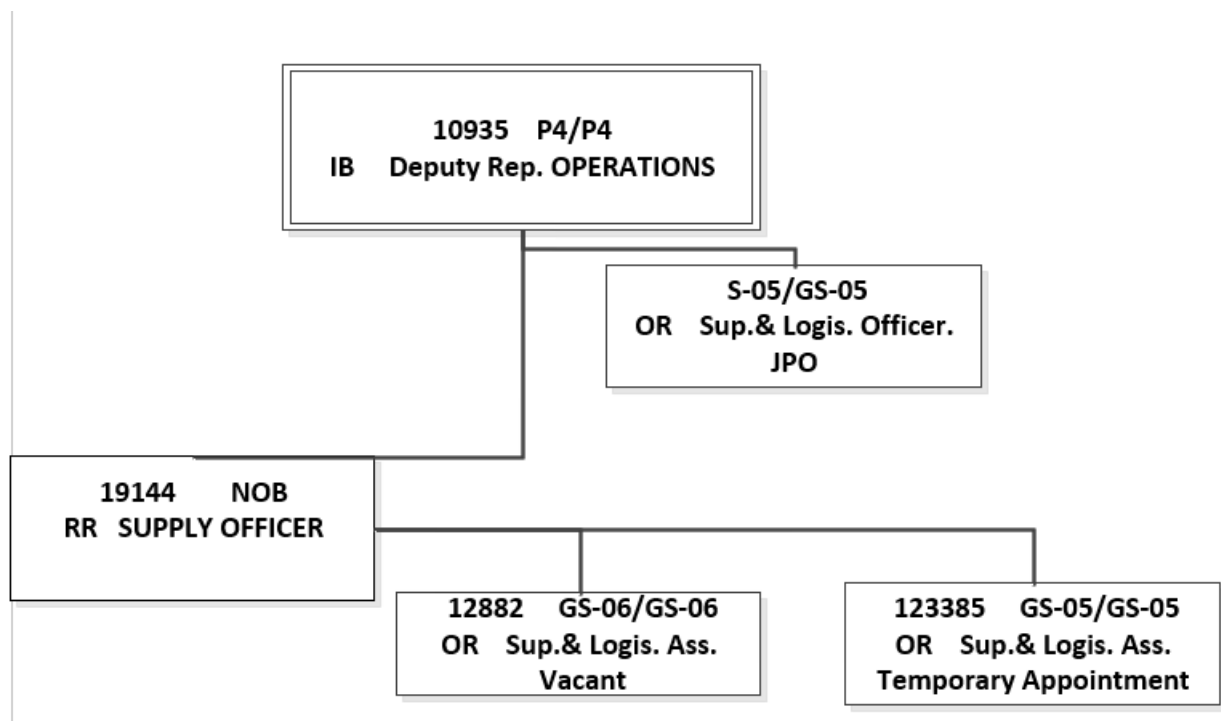
General
Information

Asmara is a small, charming city with a strong Italian influence. The city center is vibrant, with cafes and restaurants. Public transport is relatively good, with good access to taxi services. One can easily live in Asmara without a car, which is bikefriendly. The city is not particularly busy, and the shopping options are limited to small shops as there are no big shopping malls. Healthcare options are limited, but there is a dedicated UN clinic with a

	doctor, a nurse, and a lab technician within the UN compound. Most UN agencies are within the same compound, about a 10-minute drive from the city center.
Security	Asmara is a relatively secure place, and petty crime is low. It is safe to walk or cycle around in most parts of the city during the daytime; in fact, many staff walk or cycle to the office. Regular precautions should be taken after dark, particularly as the lighting is limited outside the main streets. There is no risk of terrorism in Asmara.
Housing	The housing available is mostly houses or apartments. Gardens are not typical of Asmara, but usually, the houses have a small green area around the house. Housing is available furnished or unfurnished.
Schools & Childcare	There is one school in Asmara that has the status of an international school following the British curriculum. It offers access to grades 1-11 and, in addition, pre-school level beginning from age 3. The school is small, and the class sizes are a maximum of 10 students.
Work for spouses & partners	Work opportunities for spouses/partners are very limited. There are few international organizations around, and the spouse's best option would be to work remotely from Asmara.

Reporting line of the JPO

The JPO will report directly to the Deputy Representative Operations (who report to the Representative directly).





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: JPO - Supply and Logistics Officer
Supervisor Title/ Level: Deputy Representative
Operations, Level P4
Organizational Unit: Operations
Post Location: Country Office

Job Level: P2
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, and in everything, the organization does — in programs, advocacy, and 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 — will give all children the opportunity to fulfill their potential and lead to sustained growth and stability in 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 supporting nations' equitable development.

Strategic office context:

The Supply and Logistics Unit contributes to the achievement of the programme effectiveness outcome, specifically to the cross-sectoral output on operations support. The Unit is responsible for the management of supply, logistics activities to deliver the essential goods and services and support the implementation of the country programme. The Unit provides technical assistance to programme sections and programme partners and support the management of procurement services to leverage resources for children. The Unit is also responsible for providing oversight on supply chain, procurement services support and capacity building initiatives for the Government. In addition, the Unit provides support to the to the UN collaborative procurement activities.

Purpose for the job:

The JPO is responsible for establishing appropriate communication channels for execution of international procurement, oversight and management of local procurement functions, including developing and establishment of local LTAs for UNICEF and UN Agencies key supplies and services and for market surveys, visits to the suppliers for sites and product quality assessment and inspections. Local procurement requires close monitoring and follow-up to ensure timely delivery of supplies. The incumbent provides the necessary technical support to strengthen the existing monitoring and reporting systems. S/he is the focal point for generating, interpreting, and consolidating the Supply Forecasts and reports / indicators, and functions as the backup support to the Supply Specialist during his/her absence. The JPO directly reports to the Deputy Representative, Operations Post #10935

Key function, accountabilities, and related duties/tasks

- Supports Programme sections and Operations in the process of developing their procurement/supply plans for goods and services.
- Follows implementation of the office' Supply plan (issuance of solicitation and monitoring of closing dates, opening, technical evaluation, awarding of bids and preparation of bid narratives).
- Prepares submissions to CRC (submission of supplier/service provider financial statements to SD for clearance request, preparation of submission drafts in collaboration with Programs, sharing of submissions with the CRC committee, convening of CRC meetings).
- Creates bidding documents such Request for Quotations (RFQs), Invitation to Bid (ITB), Requests for Proposals for Services and Works Procurements (RFPS) in Vision, SAP based UNICEF enterprise software package.
- Reviews contracts for services and purchase orders (R1 level) for approval/authorization by the Supply Specialist for (R2 level) (follow-up of execution schedules, share bottlenecks with the Supply Specialist, follow-up of corrective measures)
- Creates Purchase Orders, Contracts in Visions and issues to suppliers and service providers and monitors implementation and closure in Vision, SAP based UNICEF enterprise software package. Transmits to the Supply Specialist for verification and signature within the limits established by the Table of Authority.
- Maintains and updates and monitors performance of suppliers in respect of delivery time, quality of supplies, delivery notes, submission of invoices and payments.
- Monitors the execution of service contracts with the requesting sections / units of these contracts, closes contracts and requests evaluation of these contracts from the requesting sections/units.
- Prepares monthly report on contract execution and sharing with Program and Operations.
- Coordinates supplier database updates activities, plans and organizes assessment of new suppliers.
- Maintaining up-to-date and complete records of the purchase of goods and services from the expression of needs, the initiation of the order until delivery.
- Participates in End User Monitoring missions with Programs, issues report with findings, identifies constraints and makes recommendations for corrective actions.
- Shares UNICEF Supply Chain data information on supplies and deliveries and service contract status to Program and Operations Sections and follows up for actions with suppliers, service providers, and programme and operations sections staff.
- Support partners in the development of specifications for Procurement services orders in order to determine the costs estimates.

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

<u>Core Values attributes</u> <ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability 	<u>Core competencies skills</u> <ul style="list-style-type: none"> • 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)
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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, or any other related field.
Experience:	<p>A minimum of 2 years of relevant experience, at the national or international levels, in supply, logistics, procurement, contracting, administration and any other relevant fields is required. Experience in the following areas is an asset:</p> <ul style="list-style-type: none"> • Understanding of development and humanitarian work. • Experience in emergency. • Experience in Health supply chain management.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.