



**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:

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

General Information	<p>Guatemala is a Central American country with a unique culture, rich in flora and fauna and multiple places to enjoy. Guatemala City is the capital and largest city of Guatemala, with a population of 3 million inhabitants in the city proper.</p> <p>Guatemala is an upper-middle-income country and the largest economy in Central America, by population and economic activity. In 2021, its population surpassed 17 million and its total and per capita gross domestic product (GDP) were US\$86 billion and US\$5,025, respectively. The country has experienced a stable pace of growth (3.5 percent on average over the 2010-19 period), underpinned by prudent fiscal and monetary management and macroeconomic stance.</p> <p>Guatemala is a country of wild volcanic landscapes, incredible Mayan culture, ancient structures and architecture, remnants of great civilizations past, and unparalleled natural beauty. Guatemala has a tropical climate in the lowlands and a cooler climate in the mountains. At lower altitudes, the temperature remains warm, and the climate is usually humid. In Guatemala City expect an average temperature of around 22 to 28°C during the day.</p>
Security	<p>The Security Level in Guatemala is classified as Moderate (Level 3) as per the UN security management system in Guatemala. Robberies, violence and organized crime are the main security challenges for the UN in Guatemala.</p>

Housing	Different types of long-term accommodation are available in Guatemala City: standalone houses, houses in gated compounds, apartments. There is a variety of options between furnished or unfurnished. Also, the office is located near a variety of different residential zones and apartments. Guatemala Country Office has a list of Real State Offices that can be shared.
Schools & Childcare	Guatemala City offers a variety of international schools with an academic system that is widely recognized abroad. International schools often include a kindergarten and pre-school classes for younger kids. There is a variety of day-cares that are also recognized by these international schools.
Work for spouses & partners	Work opportunities for spouses/partners maybe limited. However, if hired by any organization a work permit must be applied for through the same hiring organization.

Reporting line of the JPO

The Supply JPO role will be reporting to the Operations Manager and work collaboratively with all operations sections.

Career Prospects and Potential for Retention:

As a Junior Professional Officer (JPO) in Supply Chain Management at UNICEF Guatemala, the position offers a solid foundation for building a career in international development, humanitarian logistics, and supply chain management. The experience gained in this role—managing essential supply chain operations in a complex environment such as Guatemala—will be invaluable for future roles within UNICEF, other UN agencies, or international organizations. The skills developed here, including emergency response logistics, procurement, and collaboration with governments and partners, are highly transferable and sought after in global development and humanitarian fields.

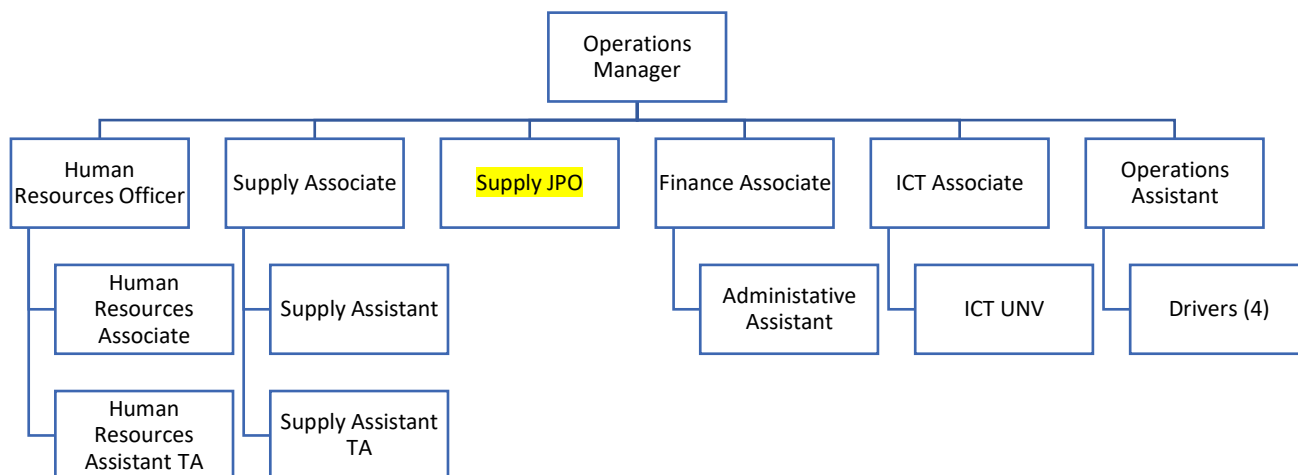
UNICEF has a history of retaining talent developed through the JPO program, with many JPOs transitioning into longer-term roles either within the organization or in other parts of the UN system. For JPOs who demonstrate leadership, innovation, and strong results, there are opportunities for career progression into higher-level positions within UNICEF's global operations. This can lead to positions such as Supply and Logistics Specialist or Operations Manager, both at national and regional levels, depending on the JPO's career ambitions and performance.

Supervisor's Experience in Coaching and Development of Young Professionals:

As the UNICEF Guatemala Operations Manager, I have extensive experience in mentoring and developing young professionals, including JPOs. I have supervised numerous officers and interns over the years, and my focus has always been on fostering their professional growth through hands-on experience, tailored guidance, and regular feedback. I ensure that young professionals under my supervision have access to various learning opportunities, both on the job and through formal training programs, such as UNICEF's coaching and mentoring frameworks.

I encourage JPOs to take on challenging assignments that allow them to broaden their skills, including field missions, cross-functional projects, and strategic planning exercises. Furthermore, I actively promote participation in UNICEF's internal capacity-building programs, mentoring networks, and opportunities for stretch

assignments. My aim is to help JPOs build the confidence and expertise they need to succeed in their roles and advance in their careers within the UN system or in the broader humanitarian and development sectors.



UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

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Job Title: JPO Supply Officer Supervisor Title/ Level: Operations Manager, P3/NOC Organizational Unit: Post Location: Guatemala Country Office	Job Level:P2 Job Profile No.: Job Classification Level:
II. Strategic Office Context and purpose for the job	
<p><u>Strategic office context:</u></p> <p>Context and Importance: Guatemala faces significant humanitarian and development challenges, particularly affecting children and adolescents, due to poverty, migration, and social inequalities. Many children are deprived of basic services such as healthcare, nutrition, and protection from violence, exacerbating their vulnerabilities. UNICEF Guatemala, in collaboration with key partners such as the Government of Japan, is focused on addressing these critical challenges through robust programs that aim to strengthen child protection systems, provide humanitarian assistance, and improve public services for the country's most disadvantaged populations</p> <p>Programme Background: UNICEF Guatemala's 2022-2025 Country Programme Document (CPD) outlines five key outcomes, with a focus on improving child health, nutrition, education, protection, water and sanitation, and social policy. Notably, the country is dealing with complex emergencies, including a surge in migration and natural disasters, which have severely disrupted the lives of children. The office is implementing various large-scale initiatives, including the EU-funded Nutrition and Early Childhood Development (ECD) program, and projects focused on child protection for migrants. Effective supply chain management is critical to ensuring the timely delivery of essential supplies, especially during emergencies, to meet the needs of vulnerable children and families.</p> <p>Supply Chain JPO Role and Impact: The Junior Professional Officer (JPO) in Supply Chain will play a pivotal role in managing and optimizing the supply chain processes to ensure timely procurement, delivery, and distribution of goods and services. The JPO will be responsible for:</p> <ol style="list-style-type: none"> 1. Supply Chain Service Delivery and Emergency Response: Ensuring that critical supplies for health, education, and emergency preparedness reach the most vulnerable children. This includes managing supply chain bottlenecks, ensuring high levels of accountability, and developing innovative procurement solutions. 2. Collaboration with Programme Partners: Working closely with UNICEF program teams and partners to integrate supply chain management into program planning, ensuring that supplies contribute effectively to achieving programmatic outcomes. 3. Supporting Government and National Systems: Providing technical support to national supply chain systems and helping to strengthen government capacities to manage supplies for child-centered programs. <p>The JPO will contribute significantly to improving the operational efficiency of UNICEF's interventions, particularly in addressing migration-related emergencies and humanitarian crises. By ensuring that essential supplies are delivered effectively, the JPO will enhance the impact of key UNICEF initiatives, including child protection programs for migrant and returned children, as well as nutrition programs that target malnutrition in high-risk municipalities.</p> <p>Why Sponsor this JPO Position? Sponsoring a JPO in supply chain management at UNICEF Guatemala is an investment in the future of the country's children. Effective supply chain management is crucial for the success of UNICEF's programs, especially in a country with significant logistical challenges due to natural disasters and the migration crisis. By ensuring that essential resources are available where and when they are needed, this JPO will directly support Guatemala's efforts to meet the Sustainable Development Goals (SDGs), specifically in reducing child malnutrition, improving education, and protecting children from violence and exploitation.</p>	

Moreover, the JPO will gain invaluable experience in humanitarian supply chain management and contribute to strengthening national systems, creating lasting impact. This role aligns with UNICEF's mission to promote equity and give every child in Guatemala a chance to thrive.

Purpose for the job:

Under direct supervisor of the Operations Manager, the JPO will be responsible for the following key functions/accountabilities:

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 Supply and Logistic Officer reports to the Head of Operations as per the Country Office set-up for supervision and guidance. The Supply and Logistics officer provides technical and operational support as per the Country Office (CO) set-up, 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 functions, accountabilities and related duties/tasks:

1. 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.

2. 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.
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3. 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.

4. 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.

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 organization.
- 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:	<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 is required.</p> <p>Emergency experience is considered an asset.</p> <p>Health supply chain management experience is considered an asset.</p>
Language Requirements:	Fluency in English and proficiency in Spanish is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian) or a local language is an asset.