



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:

✓ Please also mention the following:

✓ Career prospects and potential for retention:

Being an integral part of UNICEF global supply Community working on supply chains for children. The Supply Community Online Site provides space for mutual technical support, knowledge exchange and staff collaboration. The Online site ensure the continuous professional development of staff working in the Supply Function, and maintain a sense of professional belonging, team, and togetherness. It aims to foster knowledge exchange for "everyone everywhere in the Supply Community to be connected," to deliver results for children. The overall goal is to have a globally mobile workforce that is connected, diverse, multicultural, multilingual, multidisciplinary, fit for today's need and with strong expertise to implement the 2030 vision. For this to happen, the global Supply Community has a strong sense of professional belonging, care and togetherness, and staff feel part of one global supply team.

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

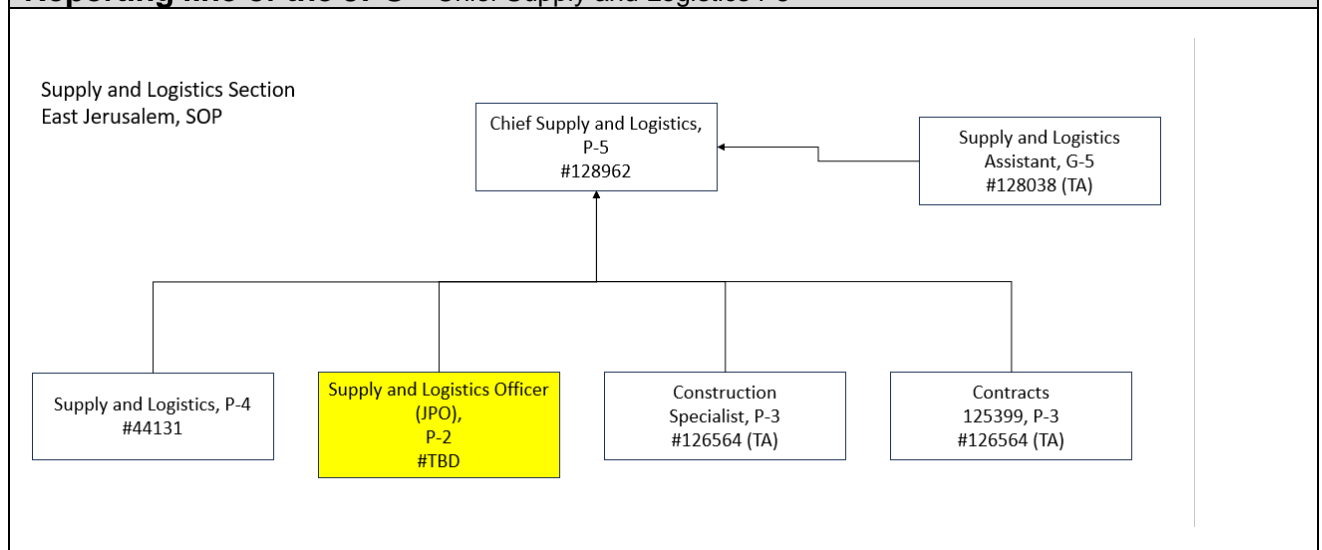
The position is reporting to the Chief Supply and Logistics (P5) who has accrued many years of progressively responsible professional work experience at the national and international levels in supply/logistics management, with extensive hand-on experience and technical knowledge of supply chain management. The Supervisor has a mastery of technical knowledge on public procurement principles and processes including supply/contracting/logistics policies, goals, strategies, and approaches

knowledge of managing inventory, transport, and diverse logistics operations and risk management in procurement.

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

General Information	Jerusalem is one of the most multicultural cities in the Middle East, with a unique political, social and cultural context. Many UN agencies have a presence in the State of Palestine, and most of them have their main office in East Jerusalem. There is also a strong presence of many other international organizations and NGOs operating across the State of Palestine. Jerusalem is located relatively close to Amman, the regional center and hub for humanitarian and development sector in the whole Middle East.
Security	The Security Level in Jerusalem is classified as Moderate (Level 3) as per the UN security management system in the State of Palestine. Civil unrest is one of the security challenges to UN operations in Jerusalem. Despite security related risks, Jerusalem is classified as a family duty station.
Housing	The housing market is very wide, and prices vary depending on the quality, location, etc. Except for a few specific areas, UN staff can live in any area they see fit. Different types of long-term accommodation are available in Jerusalem: standalone houses, houses in gated compounds, apartments. These could be furnished and/or fully serviced, or unfurnished. Real estate agents can be recommended and found, with experience supporting internationals in finding the right place.
Schools & Childcare	Most of international staff's children attend international schools with an academic system that is widely recognized abroad. International schools for children speaking a specific language (e.g. German, French) can also be found. It is advisable to ask colleagues at the office with children to check on the different options.
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 organisation.

Reporting line of the JPO - Chief Supply and Logistics P5





UNITED NATIONS CHILDREN'S FUND SPECIFIC JOB PROFILE

I. Post Information

Job Title: **Supply and Logistics Officer
Manager**
Supervisor Title/ Level: **Supply & Logistics
Manager**
Organizational Unit: **Supply & Logistics**
Post Location: **East Jerusalem**

Job Level: **Level 2**
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.

Strategic office context:

The State of Palestine (SoP) is one of the most complex and challenging environments in which the United Nations operates. The SoP remains a protracted political crisis characterized by more than 70 years of Israeli military occupation, 16 years of internal political Palestinian divisions between West Bank and Gaza, lack of adherence to international humanitarian and human rights law by the Israeli occupation towards the rights of Palestinians, and recurrent escalations of hostilities between Israel and Palestinian armed groups in the West Bank and Gaza. The results are chronic protection concerns and humanitarian needs which will continue unabated in the absence of a sustainable political solution and opportunities for further development. At the same time, the SoP has undergone rapid demographic growth and urbanization, trends that will continue for the foreseeable future.

Since the start of the current escalation on 7 October 2023, the humanitarian situation in the State of Palestine (SoP) continues to deteriorate significantly with large-scale grave violations against children, including the killing and maiming of children, abductions, and attacks on civilian infrastructure and essential public services such as schools, WASH, and health facilities and a massive increase in internal displacement across the Gaza Strip. Humanitarian needs are massive, immediate and continue to grow. The occupied West Bank, including East Jerusalem, continues to face increased violence, including with military operations within the Jenin and Nur Shams refugee camps.

The magnitude of the recent hostilities is leading to grave humanitarian consequences and is putting children and their families at risk, as well as their access to essential basic services. Delivery of social services, including WASH, health, and education, is impacted. The entry of food, essential commodities, cooking gas and fuel remains restricted. The electricity cuts are affecting WASH and health services, in particular hospitals that now rely on backup generators. All health facilities struggle to provide adequate medical care without electricity, powered medical equipment, and refrigeration for medicines are totally saturated with the increased numbers of injured people. People across the Gaza Strip have severely limited access to clean drinking water. Most of the water systems are non-operational due to damage to the infrastructure, lack of fuel or/and access constraints.

Job organizational context:

The Supply and Logistic Officer reports to the Supply and Logistics Manager 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. 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 end-to-end of supplies processing for programme directly impact on the achievement of programmatic goals and desired results for children. This in turn contributes to maintaining or enhancing the credibility of UNICEF as an effective and responsible steward of funds entrusted to the organization and to furthering the UNICEF brand and image as the core competent organization for delivering results for children in cost effective and sustainable manner.

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

i) Core Values

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- 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

Core Competencies (For Staff without Supervisory Responsibilities) *

- 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:	<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>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.