

THE UNITED NATIONS CHILDREN'S FUND (UNICEF)



**Invites applications from South Sudanese Nationals for the position of Supply Officer, (NO-B) Juba,  
(Fixed-Term Appointment)**

If you are South Sudanese National who is passionate and committed professional and want to make a lasting difference for children, the world's leading children's rights organization would like to hear from you.

**Purpose of the post**

Under the direct supervision of Supply/Logistics Manager, the incumbent assist in the effective planning, contracting, procurement of UNICEF's supplies, in support of the Country Programmes and Operations

**Major Duties and Responsibilities**

- **Provide rapid and relevant assistance and support to evolving supply needs and situations facing children and families, including emergency situations**, with a priority on achieving value for money. Support supply planning. Provides technical support in preparation of appropriate documents, and input on specifications and supply arrangements, facilitating cost-effective efficient procurement, in support of the country programme implementation. Assist in the Country Programme strategy planning review to recommend on supply requirements and to provide support in the preparation of Plan of Operations and Plans of Action. Assist in the implementation of supply component of the Country Programme.
- **Implement sound, accurate supply management systems, procedures and documentation as well as regular**, accurate reporting to maintain the highest level of integrity, standards and accountability.
- Maintain effective working relations and contact with the Supply Division, Copenhagen, to confer on supply procurement and shipping policies and procedures. Advise the country office on policies and procedures impacting on offshore procurement and delivery. Maintain link with Copenhagen on transnational shipments, deliveries, claims and appropriateness of supplies.
- Act as secretary and adviser to the CRC. Supervise the staff in preparation of appropriate documentation: sales orders, Purchase requisitions, Purchase orders, CRC submissions etc. Participate in the preparation/compilation of the supply status reports required for donor reports, budget reviews, annual reports, appeals, etc. Regularly develop and communicate incoming supplies information.
- **Support UNICEF as well as Government capacity-building in order to enhance efficient, effective and timely supply delivery**, Plan, design and conduct training for UNICEF's staff/consultants and counterparts in supply management and equipment in order to improve supply delivery, Assists in the identification of training needs and plan training activities in supply administration for UNICEF's staff/consultants and counterparts, to improve supply delivery.
- **Conduct and monitor effective procurement, regional and/or offshore**, with a goal to attain lowest cost without sacrificing quality as applicable, undertake field visits to project sites and monitor supply inputs. Proposes corrective actions to improve supply procedures. Conduct regional/offshore procurement through issuance of tenders, bid adjudication and contract management. In consultation with other offices, identify and recommend potential suppliers. Maintain data on and evaluate regional/offshore supply sources' overall performance, (competitive pricing, product quality and timely delivery). Assess supply operations and control mechanisms and propose appropriate actions. Monitor progress of offshore and/or regional procurement through regular contacts with the Action Office(s). Communicate and report quality issues with respect to supplies and/or service agreements
- **Collaboration and Partnership**, Coordinate with the Programme Section on supply planning, providing technical support on procurement specifications and supply administration as well as providing technical advice on supply requirements, Provide advice to the Country Office and Government on offshore procurement policies and procedures, delivery and utilization of UNICEF supplies and equipment; coordinate with the Supply Division, Copenhagen, on supply policy and/or activities.
- **Maintain partnership and collaborative relations with UNICEF**, Government, UN, and bilateral counterparts in supply activities, including monitoring supply inputs.
- **Minimum qualifications & experience required.**
- University degree in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or in directly related areas of specialization, including credited courses in supply, logistics, purchasing or contracting. Or, a recognized qualification in procurement and contracting. Educational qualification in relevant areas (transport or logistics operations/management, supply change management,
- Two years of relevant professional work experience. Both national and international work experience in supply, logistics, purchasing, contracting and administration and/or other related fields. Work experience in emergency duty station.

**Remuneration:** An attractive package will be applicable at the UN salary scale including social security benefits.

**Submission of Applications:**

Applications from qualified South Sudanese nationals, accompanied by updated CV in English and a completed United Nations Personal History Form, (**which can be downloaded from our website at [www.unicef.org/employ](http://www.unicef.org/employ)**) should be sent to the address below by on or before **Friday 13<sup>th</sup> July 2012**. UN/UNICEF staff members are requested to enclose their 2 most recent Performance Evaluation Reports with their applications.

Send application to: **Human Resources Officer**

**UNICEF South Sudan Country Office, Juba.** OR PREFERABLY: Email: [jubavacancies@unicef.org](mailto:jubavacancies@unicef.org).

**Vacancy # UNICEF VA 2012/06/06 – Supply Officer, (NO-B), Juba**

**UNICEF is committed to gender equality in its mandate and its staffs. Qualified female candidates and persons with disabilities are encouraged to apply. Only short-listed candidates will be contacted.**

**UNICEF is a smoke-free environment, Zero tolerance of sexual abuse and exploitation is our policy**