

## Supply Specialist (Procurement Services), P-4, Nairobi, Kenya (Eastern & Southern Africa Regional Office), Fixed Term

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Company: Unicef

Location: Kenya

Category: production

UNICEF works in over 190 countries and territories to save children's lives, defend their rights, and help them fulfill their potential, from early childhood through adolescence.

At UNICEF, we are committed, passionate, and proud of what we do. Promoting the rights of every child is not just a job – it is a calling.

UNICEF is a place where careers are built: we offer our staff diverse opportunities for personal and professional development that will help them develop a fulfilling career while delivering on a rewarding mission. We pride ourselves on a culture that helps staff thrive, coupled with an attractive compensation and benefits package.

Visit our website to learn more about what we do at UNICEF.

### **For every child, a champion...**

UNICEF has continually focused on access to affordable and diversified supplier markets, particularly for strategic products and services, procuring around 40% of its international offshore supplies from countries in which UNICEF also has programmes, with the remaining 60% invoiced by companies based in OECD countries. Furthermore, UNICEF's country programmes purchase significant amount of supplies in local markets, and increasingly where possible and feasible utilize cash programming in emergencies to support resilient local markets. The rising cost to governments and partners of health products (medical devices, medicines, and vaccines), Nutrition and WASH supplies has attracted public concern across the globe along with the market failures elucidated during the COVID-19 pandemic. Access to safe, effective, quality assured, and affordable essential

products for children and their families through public health services is instrumental to improving the health of children and families, improving health coverage without incurring financial depredation and achieving meaningful change.

### **How can you make a difference?**

#### **Summary of key functions/accountabilities:**

1. Provide Normative and Technical support to UNICEF Country Offices  
2. Improvement of procurement capacity in the region  
3. Internal and External awareness about Procurement Services  
4. Establish linkages with Supply Chain System Strengthening and other regional priorities.  
5. Develop and implement adequate market shaping and activities that support local production in the region  
**Link to the full Job Description:** Supply Specialist (Procurement Services)

### **To qualify as an advocate for every child you will have...**

#### **The following minimum requirements:**

**Education:**An advanced university degree (equivalent to a Master's) from an accredited institution is required in Supply Chain Management, Logistics, Procurement, Business Administration, Management, Economics, Contract/Commercial Law, International Development, Health or related social science field.

**Work Experience**At least 8 years of relevant work experience in (at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly related technical fields is required.

#### **Skills :**

Ability to resolve difficult, complex and sensitive situations often under pressure.

Ability to initiate and manage change in a diverse environment.

Ability to clearly and concisely express ideas and concepts in written and oral form.

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.

The ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and allow for contingencies when planning.

Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required.

Ability to work strategically to realize organizational goals, develop strategies, set clear visions.

Advanced communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.

Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.

Strong understanding of supply chain processes, from programme needs assessment, through planning, procurement and contracting, logistics and delivery, monitoring and evaluation.

Strong overall 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.

**Language Requirements:** Fluency in English is required.

**The following desirables:**

Understanding of development and humanitarian work.

Emergency experience an advantage.

Health supply chain management experience an advantage.

Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language.

**For every Child, you demonstrate...**

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter: [UNICEF Values](#)

**The UNICEF competencies required for this post are...**

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others. Familiarize yourself with our competency framework and its different levels.

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

We offer a wide range of benefits to our staff, including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF does not hire candidates who are married to children (persons under 18).

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF is committed to promoting the protection and safeguarding of all children. All selected candidates will undergo rigorous reference and background checks and will be expected to adhere to these standards and principles. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

UNICEF appointments are subject to medical clearance. Issuance of a visa by the host country of the duty station is required for IP positions and will be facilitated by UNICEF.

Appointments may also be subject to inoculation (vaccination) requirements, including against SARS-CoV-2 (Covid). Should you be selected for a position with UNICEF, you either must be inoculated as required or receive a medical exemption from the relevant department of the UN. Otherwise, the selection will be canceled.

**Remarks:**

As per Article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity.

UNICEF's active commitment to diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable persons with disabilities are encouraged to apply.

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Government employees who are considered for employment with UNICEF are normally

required to resign from their government positions before taking up an assignment with UNICEF. UNICEF reserves the right to withdraw an offer of appointment, without compensation, if a visa or medical clearance is not obtained, or necessary inoculation requirements are not met, within a reasonable period for any reason.

UNICEF does not charge a processing fee at any stage of its recruitment, selection, and hiring processes (, application stage, interview stage, validation stage, or appointment and training). UNICEF will not ask for applicants' bank account information.

All UNICEF positions are advertised, and only shortlisted candidates will be contacted and advance to the next stage of the selection process. An internal candidate performing at the level of the post in the relevant functional area, or an internal/external candidate in the corresponding Talent Group, may be selected, if suitable for the post, without assessment of other candidates.

Additional information about working for UNICEF can be found [here](#).

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