



## **1. Supply & Logistics Specialist, P3, FT, Dar es salaam, Tanzania, #90205.**

**Job no:** 572167

**Contract type:** Fixed Term Appointment

**Duty Station:** Dar-es-Salaam

**Level:** P-3

**Location:** United Republic of Tanzania

**Categories:** Supply Management

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

### **For every child, Hope.**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, 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

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

Under the direct guidance of the Deputy Representative, Operations, the incumbent manages the supply and procurement operations of a complex nature with significant impact on programme delivery, supply and logistics, institutional services, processes and systems, requiring advanced professional technical mastery and expertise in support of operations and programme objectives. Accountable for effective planning, contracting, procurement,

distribution, inventory management of UNICEF's supplies, in support of the Country Programme as well as Procurement Services and GAVI Co-financing.

Actively participates in Tanzania One Procurement Team to accelerate implementation of the Harmonized Business Practices for supply and procurement initiatives in line with reform/coherence.

- Manages procurement actions in respect of requisitions for contracts for services and supply of goods to UNICEF programs, or Procurement Services for direct supply to specialized agencies, governmental and non-governmental agencies. Responsible for accurate performance as per UNICEF's financial rules and regulations throughout the procurement process, including but not limited to solicitation, issue of institutional special service agreements and other contracts and long-term agreements with suppliers and contractors and, when required, co-ordinates with all parties concerned on outstanding issues. Ensure accurate evaluation of current supplier performance on the basis of quality of services rendered, product acceptability and delivery record. In accordance with UNICEF standard practices and as assigned by the supervisor, takes lead in managing the more complex bidding exercises and administer large, long term agreements. Manages the team to ensure matching competencies and capacities are available.
- Support team members capacity building and maintaining a positive spirit through interactive communication including but not limited to; regular and ad-hoc meetings, knowledge sharing. Supports the procurement process including providing input to TORs, CRC presentations, development of technical evaluation criteria, assistance with evaluation of vendor proposals and guidance during contract formulation, drafting and negotiation. Provide technical advice to the field offices and Programme Sections on supply planning, category management, specifications/ToRs, supply administration as well as offshore and local procurement policies and procedures. Acts as UNICEF focal point for joint bidding exercises for common goods/services required.
- Facilitates and coordinates establishment of the Annual Plan for procurement of services and/or goods based on inputs from Programme Sections and Field Offices. Ensure proper category management of categories assigned to the team through regular monitoring and interactive collaboration with category managers, corresponding markets and users. Coordinate with the Chief of Operations to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Corresponds with Supply Division, Country Offices and Field Offices or other requesters when needed.
- Provides technical assistance to strengthen the government supply chain systems. This includes needs assessment, preparation of ToRs and subsequent contracting of companies or individuals. Backstopping and managing contracts in relation to capacity development of the national procurement and supply chain management systems.
- Collaboration and Partnership: Coordinates with the Programme Sections on supply planning, providing technical advice on procurement specifications and supply administration as well as providing advice on supply requirements in the development of the supply component of the Country Programme. Provide advice to the Country Office, Government and implementing partners on offshore and/or local procurement policies and procedures, delivery and utilization of UNICEF supplies and equipment. Coordinate with the Supply Division, Copenhagen, on supply policy and/or activities. Develops and maintains partnership and collaborative relations with Government, UN, NGOs and

bilateral counterparts to provide technical assistance to strengthen national/government supply chain systems.

- Any other duties or assignments as requested.

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

## **QUALIFICATION and COMPETENCIES**

### **1. Education**

- Masters degree from a recognized University in Business Administration, Management, International Economics, Engineering, International Development, Contract/commercial Law or specialization in directly related areas including credited courses in supply, logistics, purchasing or contracting OR equivalent educational qualification in relevant areas (transport or logistics operations/management, supply management, etc.).

### **2. Work Experience**

- Minimum Five years of progressively responsible professional work experience in supply, logistics, purchasing, contracting, administration and/or other related fields in national or international level. Knowledge and experience in capacity development and strengthening of national/government supply chain systems an asset.

### **3. Language Proficiency**

- Fluency in written and spoken English

### **4. Technical Knowledge**

#### **Specific Technical Knowledge Required for the job.**

- Knowledge of Supply Chain Management preferably in a developing country context
- Mastery of technical knowledge (product knowledge, market research/analysis) required for Supply Management/Purchasing/Contracting (e.g., vaccine, equipment, medical supplies, contracts, customs function, taxation, insurance, etc.)
- Knowledge of relevant Information Technology software

#### **Common Technical Knowledge Required for the job group**

- Knowledge of managing inventory, transport, and diverse logistics operations (e.g., programme supply & logistics) in the international environment.
- Knowledge of supply/contracting/logistics policies, goals, strategies, and approaches
- Knowledge of public procurement principles and processes
- Knowledge of procurement process from procurement planning to execution to contract management and administration, including procurement methods and tools of good procurement practice
- Knowledge of establishing strategic, long term and sustainable procurement arrangements
- Knowledge of general principles and processes involved in risk management in procurement, including risk analysis and evaluation techniques

- Knowledge of financial and legal implications in procurement process-
- Knowledge of category management.

### **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](#)

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

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)

During the recruitment process, we test candidates following the competency framework. Familiarize yourself with our competency framework and its different levels: [competency framework here](#).

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 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 promote the protection and safeguarding of all children.

### **Remarks:**

UNICEF's active commitment towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable candidate irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, are encouraged to apply.

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.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

**Advertised:** 23 May 2024 E. Africa Standard Time

**Deadline:** 05 Jun 2024 E. Africa Standard Time

To Apply, [\*\*CLICK HERE\*\*](#)

## 2. Temporary Appointment Education Officer (NOB) Mbeya, Tanzania,

**#572351, 6 Months (open for Tanzanian Nationals only)**

**Job no:** 572351

**Contract type:** Temporary Appointment

**Level:** NO-2

**Location:** United Republic of Tanzania

**Categories:** Education

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, love**

The Education Programme is a key component of the Country Programme, aiming to enhance policy and legal frameworks for the realization of children's right to education and strengthen accountability of the education system, legislators and policy makers to families, children and the public to deliver on commitments to equitable and inclusive education and ethnic minority education in the context of ESDP and education sector plans. The programme intensifies interventions to support the achievement of SDG 4 which focuses on education across all categories and on quality and quantity. It seeks to support not only the unfinished agenda but also the nationwide scale-up of good practices of inclusive and quality to be demonstrated in the four regions of Mbeya, Iringa, Njombe and Songwe (MINS).

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

Under the matrix supervision of the Chief Field Office and Chief, Education Section, the Education Officer provides professional technical, operational and administrative assistance throughout the programming process for education programs/projects within the Country Program from development planning to delivery of results, preparing, executing, managing and implementing a variety of technical and administrative program tasks to facilitate program development, implementation, program progress monitoring, evaluating and reporting. In the context of 2017-2022 work plan, the Education Officer will particularly support to strengthen the quality of the sub-national implementation of early childhood education as education contribution to pre-primary, primary and national work on out of school youth and adolescent development, SDG action planning, implementation and monitoring, evidence-based policy advocacy and public finance management.

### **Key functions/accountabilities:**

#### **1. Support to program development and planning:**

- Contribute to the preparation/update of situation analysis for the program sector/s for development, design, and management of education related programs/projects.
- Ensure the availability of accurate, complete, and up-to-date data and information related to projects/programs, in order to plan, develop and manage strategies and interventions related to inclusive education for the program targeted children, especially children with disabilities, ethnic minority children, children affected by disasters and climate change and other disadvantaged children.
- Contribute to the development/establishment of sectoral program goals, objectives and strategies and results-based planning through research, collection, analysis and reporting of education and other related information for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing/administering a variety of technical, program, operational and administrative transactions, preparing related materials/documentations and complying with organizational processes and management systems, to support program planning, results-based planning (RBM) and monitoring and evaluating results.

## **2. Program management, monitoring and delivery of results:**

- Work closely and collaboratively with internal and external colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations and/or alert appropriate officials and stakeholders for higher-level intervention and/or decision. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, program reviews and annual reviews with government and other counterparts to assess programs/projects and to report on required action/interventions at the higher level of program management.
- Monitor and report on the use of sectoral program resources (financial, administrative and other assets), verify compliance with approved allocation/goals, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on critical issues/findings to ensure timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Draft regular/mandated sectoral program/project reports for management, donors and partners to keep them informed of program progress.

## **3. Technical and operational support to program implementation:**

- Conduct regular field visits and surveys and/or exchange information with partners/stakeholders to assess progress and provide technical support, take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes and best practices on education and related issues to support program implementation, operations, and delivery of results.

## **4. Networking and partnership building:**

- Build and sustain effective close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate program implementation and build capacity of stakeholders to achieve and sustain results on education programs.
- Draft communication and information materials for Education program advocacy to promote awareness, establish partnership/alliances and support fund raising for education programs.
- Participate in appropriate inter-agency (e.g. Joint Result Group) meetings/events on programming to collaborate with inter-agency partners/colleagues on operational planning and preparation of education programs/projects in the context of the UNDAP and to integrate and harmonize UNICEF position and strategies with the development and planning process.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.

### 5. Innovation, knowledge management and capacity building:

- Contribute to identifying, capturing, synthesizing and sharing lessons learned for knowledge development and capacity development of stakeholders.
- Apply innovative approaches and promote good practice to support the implementation and delivery of concrete and sustainable program results.
- Research and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as resource person in capacity building initiatives to enhance the competencies of clients/stakeholders.

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

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

- **Education:** A university degree in Education, Psychology, Sociology, or other Social Science field is required.
- **Work Experience:** At least 2 years of professional experience in social development planning and management in education and related areas at the international and/or in a developing country is required.
- **Skills:** Relevant experience in education and related areas, program/project development and management in a UN system agency or organization is an asset.
- **Language Requirements:** Fluency in English and Swahili is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

#### **The following desirables:**

- Experience working with the Government is an advantage.

### 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.

This position has been assessed as an elevated risk role for Child Safeguarding purposes as it is either a role with direct contact with children, a role that works directly with identifiable children's data, a safeguarding response role, or an assessed risk role. Additional vetting and assessment for elevated risk roles in child safeguarding (potentially including additional criminal background checks) apply.

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, time off for breastfeeding purposes, 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 towards diversity and inclusion is critical to deliver the best results for children. For this position, eligible and suitable candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, are encouraged to apply.

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 (i.e., 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](#).

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

**Advertised:** 29 May 2024 E. Africa Standard Time

**Deadline:** 12 Jun 2024 E. Africa Standard Time

To Apply, [\*\*CLICK HERE\*\*](#)