

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001553--Procurement and Supply Chain Management Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	South Sudan
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	Immediate
Duty Station	Juba [SSD]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Non-Family Duty station

Living Conditions

South Sudan, Juba is classified as security level 4 non-family duty station. The general security situation is calm with conducive working environment to UN and humanitarian partners. However, due to several factors, the security environment is one of the main challenges for the staff safety and operations in the area. Therefore, like in other duty stations in South Sudan, all staff are required to undergo a SSAFE training. Staying in the compound is regulated by a curfew in effect during the night and the requirement to answer daily radio checks.

There is a UN imposed curfew from 7:00 pm to 6:00 am. The place provides for an interesting and enriching environment, but also requires a mature level of cultural awareness, as well as more stamina and commitment than elsewhere to make life comfortable and affordable. Therefore, flexibility and the ability and willingness to live and work in harsh and potentially hazardous conditions, involving physical hardship and little comfort, are essential.

The climate of Juba is relatively hot with heavy rains during rainy season (April to November) and hot/dusty conditions in dry season (December to March). Yet, mornings may be cool, sometimes foggy, in rainy season.

The available network for communication in South Sudan is ZAIN and MTN, staff members are recommended to have sim cards.

Assignment Details

Assignment Title

Procurement and Supply Chain Management Officer

Organizational Context & Project Description

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The HIV epidemic in South Sudan is characterized as generalized at an adult prevalence of 2.5%, with pockets of hyper-endemicity in the Southern States. The epidemic is concentrated among key and vulnerable populations including individuals in uniformed services, sex workers, men who have sex with men (MSM), truck drivers, prisoners and youth. An estimated 190,000 people were living with HIV (PLHIV) in 2019. The number of new HIV infections in 2019 was estimated to be 19,000, a significant increase from 14,000 in 2010 while AIDS-related mortality was 7,200 in 2019. Of all PLHIV, an estimated 27% knew their HIV+ status and only 19% were on ART (and only 12% of children), with more women than men on treatment (19% and 13% respectively). PMTCT remains very low at 43% with approximately 600 out of 1,029 (58%) of health facilities offering ANC services. Knowledge on HIV in both the general and key populations is generally low in South Sudan. Other social and cultural practices such as low status of women, high levels of stigma and discrimination, prevalence of sexual and gender-based violence, all further increase the risk of HIV.

Tuberculosis (TB) is a major public health problem in South Sudan with an estimated incidence of 227 cases per 100,000 population according to WHO's global TB report of 2020. Despite the increase in coverage of TB diagnostic and treatment services over the past several years, only 133 health facilities are currently providing TB services out of over 1,200 primary health care facilities in the country. Out of the estimated 25,000 new and relapse TB cases expected for notification in 2019, only 16,323 patients were identified and put on treatment by the TB programme indicating a TB treatment coverage of only 65%. The capacity for identification of multi-drug resistant TB (MDR-TB) is even much lower: only 61 MDR-TB patients were diagnosed and put on treatment in 2019 (although the number has almost doubled in the next year to 116) out of WHO's estimated MDR-TB incident cases of 830. In addition to the systemic problems within the health system affecting access to TB services by the general population, the lack of engagement of the community, weak infrastructure, widespread insecurity has adversely affected the accessibility of TB and HIV services by South Sudanese.

UNDP is a key partner to the Global Fund (GF) and is the UN Agency acting as interim Principal Recipient (PR) of GF HIV, TB, Resilient and Sustainable Systems for Health (RSSH), and COVID-19 Response Mechanism (C19RM) grants in South Sudan. As interim PR assisting the country to meet its main goals in reducing mortality and morbidity from TB, strengthening the health systems and responding to the COVID-19 pandemic, UNDP South Sudan is responsible for the financial and programmatic management of the GF grants and as well as the procurement of health and non-health products. In order to manage the GF grants and achieve its aforementioned goal, a dedicated Project Management Unit (PMU), has been established to ensure strategic, programmatic and operational management and oversight of the grant.

Procurement and Supply Chain Management (PSM) of quality assured health products represents a major portion of the budget and expenditure of the Global Fund TB and HIV programme to South Sudan. As the interim PR, UNDP's responsibilities include proactive oversight over timely supply planning, procurement and adequate storage conditions and distribution of the health products to the last mile to the end users. In partnership with the Ministry of Health and other in country stakeholders, there are ongoing efforts to strengthen the in-country supply chain systems to ensure that health products are accounted for and kept under recommended conditions and adequately delivered according to the programmatic needs.

Under the overall guidance and oversight of PSM Specialist, the PSM Officer will ensure that procurement of health products and non-health products are timely processed according the agreed procurement strategy in compliance with UNDP rules, policies and procedures, including best value for money and UNDP's Grant Agreement with the Fund and corporate agreements with the Fund. . The PSM Officer will work in a collaborative, client-focused, quality and results-oriented manner with PMU team members. The PSM

Officer works in close collaboration with the Programme, Warehouse team and other operations staff within the PMU of the Global Fund Unit and the Procurement Support Office in Copenhagen and GF/HIST.

1. **Sustainable Development Goals:** 3. Good Health and Well-being

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities' services during pandemics).

Sustainable Development Goals

3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of **Procurement and Supply Chain Specialist** or his/her designated mandated representative(s), the UN Volunteer **Procurement and Supply Chain Management Officer** will :

1. **Ensure full compliance of procurement activities with UNDP rules, regulations, policies and strategies implementation of the effective internal control, proper functioning of a client-oriented procurement management system:**
 1. Prepare and draft the procurement documentation of the project including RFQ, ITB, RFP as well as micro purchasing and other direct sourcing when applicable
 2. Advise on project procurement activities and sourcing strategies that meet UNDP procurement principles liaise with relevant corporate procurement entities for advice and follow up in coordination with CO
 3. Preparation of reports as requested on status of procurement activities
 4. Make presentations to national counterparts and other stakeholders on UNDP procurement process a status of specific procurement processes if needed
 5. Elaboration and implementation of cost saving and reduction strategies in project procurement
 6. Implement contract strategy for the project including tendering processes and evaluation, contract appraisal, evaluation, and negotiation of offers, management of the contract and contractor, considerations and payment conditions, risk assessment
 7. Conceptualize, elaborate, and implement strategic procurement in the project including sourcing strategy supplier selection and evaluation, quality management, customer relationship management procurement introduction and promotion, performance measurement
 8. Respond in a timely manner to any queries and provide any clarification or progress/status reports relevant to project

procurement that may be requested by the project management team; and

9. Consult with Procurement and Supply Chain Management Specialist for the preparation of monthly progress reports for project procurement activities.

2. Efficient management of procurement processes for the GF grants with the following key responsibilities:

1. Prepares procurement plans and monitors timely initiation planned activities
2. Organizes procurement processes including preparation and conduct of RFQs, ITBs or RFPs, receipt of quotations, bids or proposals, their evaluation, negotiation of certain conditions of contracts in full compliance with UNDP rules and regulations
3. Prepares Purchase Orders (POs) and contracts in Atlas, preparation of Recurring POs for contracting of services, vendor's creation in Atlas
4. Ensure POs are duly prepared, budget checked and dispatched in a timely manner and takes timely corrective actions on POs with budget check errors and other problems
5. Monitors proactively the processing of the POs until delivery and documents any changes of timelines for enabling informed logistic and programmatic decisions
6. Prepares submissions to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee Procurement (ACP;)
7. Support undertaking market research to identify availability and potential local sourcing of planned procurement activities
8. Identify risks and undertake mitigating actions in close cooperation with project team
9. Develop and/or implement an internal control system which guarantees that the purchase orders (POs) are duly prepared and processed
10. Manage the implementation of the monitoring system of procurement processes and mechanisms to eliminate anomalies in procurement; and
11. Prepare and submit procurement cases to the Contract, Asset and Procurement Committee (CAP) and Advisory Committee on Procurement (ACP) as required.

3. Ensure elaboration and implementation of sourcing strategy and e-procurement tools with the following key responsibilities:

1. Develop and manage rosters of suppliers, elaboration of supplier selection and evaluation, quality a performance measurement mechanism.
2. Implementation of sourcing strategy and procurement tools for international tenders focusing on achievement of smooth implementation of e-procurement processes and knowledge transfer to the office/project staff as well as proactive work with supplier community for developing e-tendering knowledge usage/application skills.
3. Establish and promote quality assurance standards for maintenance and inclusion to the rosters.
4. Create various databases and key files necessary for contracting all selected experts and support the Government for the validation of orders in collaboration with the supervisor; and.
5. Implementation of E-Tendering, procurement planning tools and sourcing strategy:
6. Review of PROMPT entries and follow up with relevant projects on procurement planning.
7. Use of E-tendering system for all tenders.
8. Developing sourcing strategy for procurement plans.

4. Ensures facilitation of capacity building and knowledge building and knowledge sharing focusing on achievement of the following results

1. Engages with the implementing partners, technical partners to strengthen national systems and health institutions, across functional area of PSM
2. Support the Procurement and Supply Chain Specialist in the development of capacity development and transition strategies to support national entities to implement and assume the PR role, ensuring access to appropriate tools and resources.
3. Organization of trainings for the operations/ projects staff on PSM
4. Synthesis of lessons learnt and best practices in PSM.
5. Maintaining electronic and hardcopy files and records to ensure proper documentation; and
6. Maintaining up to date procurement tracking tool and **report to Procurement and Supply Chain Specialist as and when needed.**
7. **Any other duty assigned by the Procurement and Supply Chain Specialist.**

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute

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articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- As an active UNDP-SS team member, efficient, timely, responsive, client-friendly and high-quality support rendered to **UNDP/South Sudan** and its beneficiaries in the accomplishment of her/his functions, including:
 - The key results have an impact on the overall execution of the Centralized Procurement Unit and success in implementation of operational strategies.
 - Accurate analysis and presentation of procurement information, duly organized procurement processes ensure client satisfaction and overall timely delivery of UNDP Global Fund Project.
 - Age, Gender and Diversity (AGD) perspective is systematically applied, integrated, and documented in all activities throughout the assignment
 - A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- Bachelor's degree in public Health, Pharmacy, Procurement, Supply Management, Business Administration, or related field.
- Having a specialized certification in procurement would be desirable
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- Certification in procurement (CIPS) is an asset.

Required experience 36 months

Experience Remark

A minimum of three years (3 Years) of relevant professional experience, which includes international experience in public procurement and supply chain management of health products

Language

- English (Mandatory) , Level - Fluent
- And One of these - Arabic (Optional) , Level - Working Knowledge

Area of Expertise

- Pharmacy and medical supply Mandatory

Area of Expertise Requirement

- Knowledge and experience in working with the Global Fund in the area of procurement and supply chain management of health

products is an asset.

- Experience of UN or UNDP procurement policies and procedures is an asset.
- Work experience in a developing country.
- Demonstrated experience in developing and managing effective partnerships with governments in the area of procurement and supply chain management of health products.
- Demonstrated experience in building capacity of national entities in procurement and supply chain management of health products is an asset.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)

Need Driving Licence

No

Competencies & Values

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates

should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

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Application Code SSDR001553-10509

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 19 September 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTU1Mw==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.