



Classified Job Descriptions

Job Description Type:	Specific Job Description	Region:	ESAR
Category:	GS (General Services)	Country:	Burundi
Reason for Classification:	Establishment of a new post	Duty Station:	Bujumbura[C]
Level:	G-6	Office:	Burundi
Title:	Supply Associate, GS-6	Section:	Operations
Title Information in Parenthesis:		Unit:	Supply and Logistics
CCOG Code:		Case Number:	BRD08
UNICEF Code:		Post Number:	132601
Classified by:	Bettina Hasel	Classified Date:	9/17/2025

Organizational Context:	The Supply Associate performs highly skilled work on UNICEF supply chains, and manages some complex cases and client requests, which frequently requires the evaluation of difficult situations and adaptation of procedures and processes to resolve such cases. This is the senior GS level for specialized supply chain work and requires advanced specialized knowledge acquired through formal training and experience.
Purpose of the Job:	The function is characterized as highly independent and provides opportunities for Associates to lead and carry out responsibility for end-to-end supply chain management from the beginning to the end of the process and provide input into the design and development of improved supply chain services and delivery mechanisms. The incumbent may supervise lower-level GS staff.
Key functions, accountabilities and related duties/tasks:	Key functions, accountabilities and related duties/tasks Supply Chain Service Delivery and Response Planning: <ul style="list-style-type: none">• In consultation with supervisor, provide input to the Country Programme Action Planning and advise on Supply requirements for the Plan of Operations and Annual Work Plans. Participate in the forecasting, 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.• Support supply emergency preparedness and response activities including establishment of Long-Term Arrangements (LTAs), Logistics Capacity Assessment and Contingency Plan update, and pre-positioning of stock. Procurement/contracting: <ul style="list-style-type: none">• Provide input to and advice on the annual supply plan. Conduct data review and analysis for category management and development of procurement strategies. Conduct market research in relevant areas for UNICEF and advice on best approaches to obtain best value for money and sustainable procurement. Support product innovation and market shaping initiatives for specific categories of supplies and services.

- Liaise with clients in planning procurement and contracting initiatives, supporting development of appropriate specifications, terms of reference, and logistics arrangements and timelines. Take into account opportunities to strengthen sustainability of supply chains.
- Reviews incoming demand / sales orders to ensure completeness and appropriateness of specifications/Terms of Reference. Drafts tender documents (Requests for Quotations, Invitations to Bid, Requests for Proposals), and supports the implementation of the tender process.
- Supports sourcing of relevant suppliers of goods and services.
- Supports evaluations of offers through e.g. preparation of tabulation sheets and assists in analysis of offers.
- Drafts contracts and/or purchase orders, Drafts submissions to Contract Review Committee.
- Ensures appropriate documentation of processes and data is kept on file.
Alternative delivery mechanisms and procurement services:
- Support assessment of and collaboration with implementing partners including civil society, for 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 UN organizations to support harmonized and collaborative procurement and logistics arrangements.
- Facilitate Procurement Services (PS) transactions in collaboration with programme sections and UNICEF Supply Division (SD). As appropriate, support CO counterparts on forecasting and costing of PS-channel supplies. Monitor the issuance of Purchase Orders (POs) and/or Copenhagen Warehouse Stock Transfer Orders on PS Sales Orders. Follow up with SD and UNICEF freight forwarders as needed on timely delivery/shipment of PS orders. Support communications and follow up with COs with regard to partnership requests and negotiations as required.
- Maintain up-to-date files for all Procurement Service transactions, including a system for monitoring the different stages of each transaction.
- Monitor the incoming pipeline of PS shipments. If required based on the division of responsibilities agreed in the Memorandum of Understanding (MoU) and Cost Estimate (CE), supervise the arrival, customs clearance, storage, packing and in-country distribution of PS commodities to the agreed delivery point.
- In collaboration with Supply colleagues and Programme Sections, identify opportunities for capacity building of Government counterparts and improving the supply chain process to make it more effective.

Other duties/responsibilities:

- In cases where the incumbent has managerial responsibility of lower level GS staff, the incumbent will ensure timely and effective performance management of staff, providing practical advice and guidance to ensure individual and team objectives are met.
- In collaboration with supervisor, Supply Division, Regional Office and the global supply community, provide input to help ensure knowledge exchange and learning is prioritized to continuously build capacity of individuals and the team. Develop and facilitate training of newcomers, establish processes or manuals to support effective workflows.
- Any other duties as requested by the supervisor.

Impact of Results:

The Supply Associates' impact is founded on the provision of input into the design and development of improved services, systems and delivery processes. The impact directly affects the quality and timeliness of the delivery of a range of different specialized services for which the unit is accountable. Working with a high degree of operational independence, Associates are accountable for the achievement of overall service delivery results to clients.

Their client interface focuses on handling of specialized and complex supply chain processes and delivery of services with clients. They liaise with concerned clients and with suppliers to solve issues on purchase orders, contracts, delivery and payments. These relationships are important to ensure that service standards and deadlines are met and that proposals and actions adhere to policies and rules. The Associates' work relationships require skills to promote understanding and acceptance of regulations, rules and procedures and/or otherwise improve client services.

External contacts involve liaising with similar organizations for collaboration, research and data/information gathering to compile and assess best practices. Furthermore, extensive external contact with suppliers is required, including to negotiate or clarify unique, complex issues or processes. Collaboration with partners and Governments is also applicable.

Capabilities required:

1. Project Management (3)

- Create project plans, objectives and deliverables
- Track and organize resources like time, budget, and team efforts
- Identify and report potential risks for further guidance

2. Collaboration (3)

- Navigate organizational dynamics and adapt behavior to respond to different situations
- Choose appropriate words, tone and tailors' messages respectfully and persuasively to suit different audiences
- Write clear, concise and well-structured reports and documents using appropriate language
- Pay close attention to what others are saying, asking questions for clarification
- Present ideas and information clearly in front of groups

3. Problem Solving (3)

- Analyze data, identify trends, patterns and anomalies
- Evaluate information, analyze problems, identify underlying causes and risks
- Summarize and communicate findings, focusing on actionable insights to support decision-making
- Make decisions in time-sensitive situations, even with incomplete information
- Assess the potential impact of solutions (costs, benefits and risks)

4. Digital Dexterity (3)

- Utilize AI-powered tools and platforms to automate data analysis
- Apply prompts to improve the quality of reports and data, ensuring alignment with internal regulations and policies
- Use specialist technology business systems and software
- Analyze and summarize data from various business systems to generate reports and insights

Competencies and level of proficiency required:

Core Values

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

Core competencies

- ☐ 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)

Functional Competencies:

- ☐ Analyzing (2)
- ☐ Learning and Researching (2)
- ☐ Planning and organizing (2)
- ☐ Following Instructions and Procedures (2)

Recruitment Qualifications:

Education:

Completion of secondary education is required, preferably supplemented by technical or university courses related to supply chain, business administration, contract/commercial law, or another relevant technical field.

Experience:

A minimum of 6 years of relevant administrative experience in supply chain management or in a commercial context is required. Understanding development and humanitarian work is an advantage.

Flexibility Clause: A bachelor's degree from a recognized academic institution in a relevant field may replace three years of related work experience. A master's degree may replace additional two years.

Language Requirements:

Fluency in French is required. Knowledge of another official UN language (English, Arabic, Chinese, Russian or Spanish) or a local language is an asset.

Is this role a Representative, Deputy Representative, Chief of Field Office, the most senior Child Protection role in the office, Child Safeguarding Focal Point, or Investigator (OIAI)?:

No

Is this post a Direct contact role in which incumbent will be in contact with children either face-to-face, or by remote communication, but the communication will not be moderated and relayed by another person?:

No

Is this post a Child Data role in which incumbent will be manipulating or transmitting personal-identifiable information on children such as names, national ID, location data, or photos)?:

No

The selected candidate for this position will be required to engage with vulnerable children:

No

Competencies and level of proficiency
required:

Recruitment Qualifications:

Attachments: [132601 Supply Associate G6 - CPMR.docx](#)
[132601 Supply Associate G6 - CPMR.pdf](#)
[Job Classification System - Post Rating Summary - Supply Associate - Burundi CO.pdf](#)
[Supply Org Chart.pdf](#)

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