

United Nations – UN-Secretariat

Junior Professional Officer Program (JPO)

TERMS OF REFERENCE

I. General Information

Title:	JPO in Supply Chain Management, Sourcing Support
Sector of Assignment:	Supply Chain Management
Organization/Office:	United Nations – UN Secretariat / Department of Operational Support (DOS) / Logistics Division/ Sourcing Support Service
Country and Duty Station:	New York, United States of America
Duration of assignment:	2 years with possibility of extension for another year The extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance
Please note that for participants of the JPO-Programme two years work experience are mandatory! Relevant work experience can be counted. In order to assess the eligibility of the candidates, we review the relevant experience acquired after obtaining the first university degree (usually bachelor's degree).	

II. Supervision

Title of Supervisor:

Chief, Sourcing Support Service

Content and methodology of supervision:

Establishment of a Work Plan: During the first month of the assignment, the Junior Professional Officer (JPO) will work jointly with his/her direct supervisor to finalize an agreed upon work plan. The final work plan will be discussed and mutually agreed to by the JPO and his/her supervisor.

Evaluation:

The United Nations Performance Evaluation System (e-performance) will serve as a primary platform to evaluate of the JPO's performance.

III. Duties, Responsibilities and Output Expectations

Within delegated authority, the JPO in Supply Chain Management will be responsible for the following duties:

Identify information sources from Enterprise Resource Planning (ERP) systems modules and other relevant systems of record to capture required data for goods and services sourcing solutions, in support of DOS clients and partners' demands in the business areas of in support of operations in the portfolio areas of medical support, engineering, rations, fuel, ground transportation, general supplies and security equipment. Extract, analyze and integrate data to develop operational, analytical and strategic reporting solutions. Develop, optimize and maintain visualizations tools to provide real-time insights to business data that can inform communication with clients.

Contribute to design, implement and report on Key Performance Indicators (KPIs) to monitor Sourcing Support Service (SSS) performances in providing effective and efficient support to all clients. Contribute to the formulation of Standard Operating Procedures for measuring the KPIs for identifying a goods and services sourcing solutions to meet OSCM clients and partners' demands in the business areas of medical support, engineering, rations, fuel, ground transportation, general supplies and security equipment through application of metrics for process diagnostics. Monitor key indicators to analyze the identification of fit -for purpose sourcing solutions against established benchmarks/targets.

Identify information and data that can improve specifications and source planning, including through market researches and trends and technological innovations.

Analyze data for supply management, with focus on risk analysis and mitigation, performance management and accountability in the business areas under the SSS purview. Support Category Managers in developing and tracking Request for Proposal (RFP)/Scope of Work (SOW), vendor negotiations and selection; adopting innovative approaches to provide effective and efficient support to DOS clients.

Prepare recommendations to the Chief of Service and other stakeholders based on data analysis and independent root cause analysis conducted with key stakeholders/business process owners to support corporate sourcing activities such as RFP analysis and supplier performance analysis.

Produce timely and actionable information which help drive business results and guide decision-making process. Devise and contribute to promote effective analytic models and creative data visualization to derive actionable intelligence and enable management decisions.

Contribute to the development of business rules, guidelines, standard operating procedures and other guidance materials based on the UN regulations and rules, international standards and recommended practices on supply chain management.

Assist in reviewing the assessments of issues and trends, preparation of technical evaluation or research activities and studies on suppliers.

Provide recommendation to Chief of Service on continuous improvement and innovation in supporting sourcing of goods and services for DOS clients.

IV. Qualifications and Experience

Education:

Master's Degree in Supply Chain Management, Logistics, Information Management, Business Administration or related field.

Work experience:

A minimum of two years of progressively responsible experience in supply chain management, logistics, procurement or related area is required. Experience in Supply Chain support services in a complex, volatile, conflict or post conflict environment is desirable. Experience in an international setting is desirable.

Other skills:

Experience in developing and implementing ERP Supply Chain management solution is desirable. Experience in analyzing RFP/RFQ is desirable.

Experience in working in excel and Data Base Management (Access) is required. Experience in BI, Power BI and Structured Query Language (SQL) analysis tools is desirable. Experience in sourcing, cleaning and preparation of data, selection and developing visualizations/metrics that enable easy communication/interpretation by the users is desirable. Certifications in project Management (PRINCE2 or equivalent), Supply Chain (SCOR-P, CSCP or equivalent), Lean Six Sigma are desirable.

Languages:

Fluency in one of the working languages of the UN Secretariat, English or French (both oral and written) is required; knowledge of the other is desirable. Knowledge of another UN official language is an advantage.

UN competencies:

Professionalism: Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments; adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Foresees risks and allows for contingencies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Creativity: Actively seeks to improve programmes or services; Offers new and different options to solve problems or meet client needs; Promotes and persuades others to consider new ideas; Takes calculated risks on new and unusual ideas; thinks "outside the box"; Takes an interest in new ideas and new ways of doing things; Is not bound by current thinking or traditional approaches.

Workforce Diversity

The United Nations believes that an inclusive culture attracts the best talent and encourages all qualified applicants, regardless of gender, disability, sexual orientation, cultural or religious

backgrounds, to apply.

V. Learning Elements

On completion of the assignment, the JPO will have/be able to:

- Analyze RFPs/RFQs for sourcing of strategic goods and services and report on the forecast of supply chain demand for all entities supported by DOS.
- Analyze and present data on different aspects of the operational performance of DOS.
- Prepare SOP

VI. Background Information

This position is in the Sourcing Support Service in the Logistics Division (LD) of the Department of Operational Support (DOS).

DOS works with UN and non-UN partners to plan, mobilize and sustain operations in the world's most complex environments. The LD provides strategic direction and advice on logistical matters, monitors and assesses the delivery of transportation and specialist support services in the functional areas of air transport, surface transport, engineering, medical and supply, as well as aviation safety operations. The LD has been mandated to implement the supply chain management vision and strategy for a well-managed and agile supply chain to support United Nations Secretariat with effectiveness and efficiency through integrated 'end-to-end' processes, starting with robust planning and managing global demand, strategic sourcing, consolidated delivery and return, supported by a strong performance management framework.

**Bitte senden Sie Ihre JPO-Bewerbung direkt an das
Büro Führungskräfte zu Internationalen Organisationen (BFIO)**

Alle Informationen finden Sie unter www.bfio.de