

Job no: 594000

Contract type: Temporary Appointment

Duty Station: Bunia

Location: Democratic Republic of Congo

Categories: Supply Management

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 for as long as we are needed. 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 professional and personal development that will help them reinforce a sense of purpose while serving children and communities across the world. We welcome everyone who wants to belong and grow in a diverse and passionate culture, coupled with an attractive compensation and benefits package.

Visit [our website](#) to learn more about what we do at UNICEF.

The Democratic Republic of the Congo (DRC) is responding to its 17th Ebola Virus Disease (EVD) outbreak, confirmed in May 2026 and affecting Ituri, North Kivu, and South Kivu provinces. The situation remains complex and evolving, with transmission occurring in both community and health-care settings. Response efforts are led by national authorities in a context shaped by health system limitations, logistical constraints, insecurity, displacement, and diverse community perceptions influencing health-seeking behaviors. UNICEF supports the Government through a multi-sectoral approach, focusing on community engagement, surveillance, infection prevention, and the continuity of essential services for vulnerable populations. This context requires strong coordination, adaptability, and cultural sensitivity to support effective and equitable response efforts, particularly for children and at-risk communities.

How can you make a difference?

You report to the Chief of Field Office, Bunia, and/or the Chief of Supply and Logistics for supervision and guidance, and lead the contracting and service procurement function of the Bunia field office in support of the Ebola emergency response.

You are responsible for managing the field office's contracting operations, including the development and implementation of contracting and sourcing strategies, tendering processes, contract negotiation, contract award and administration, the establishment of Long-Term Agreements (LTAs) and institutional contracts, and supplier performance management. You ensure full compliance with UNICEF rules and regulations while

upholding the highest standards of integrity, transparency, accountability, and value for money.

You supervise and support the professional development of contracting and supply staff, work closely with programme teams to define contracting interventions that contribute to achieving results for children, and provide strategic technical and advisory support to government counterparts, national systems, and implementing partners on service contracting and supply chain management.

If you would like to know more about this position, please review the complete Job Description here:  [05. Contracting Specialist , P3, TA, Bunia.docx](#)

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

Minimum requirements

- **Education:** An advanced university degree (Master's) is required in Business Administration, Management, Economics, Supply Chain Management, Logistics, Procurement, Contract/Commercial Law, International Development or a related field.
- **Work Experience:** A minimum of five (5) years of relevant professional experience, at the national and international levels, in supply, logistics, procurement and/or contracting is required.
- **Language Requirements:** Fluency in French is required.

Desirables

- Language: Knowledge of another official UN language (Arabic, Chinese, English, Russian or Spanish) or a local language
- Experience in procurement/contracting for high-value, high-risk and complex services is required; experience managing or supervising a contracting/supply team is an advantage.
- Experience in the SAP Materials Management module, and in analytical work and contract negotiations, is an advantage.
- Understanding of development and humanitarian work; emergency experience an advantage; health supply chain management experience an advantage.
- Relevant experience at country level, particularly in development, fragile settings and humanitarian contexts.

Skills:

- Experience gained in a humanitarian, emergency, or public-health-emergency setting.
- Experience supporting an active outbreak or emergency response (e.g., Ebola, cholera, measles, mpox, displacement, or a declared L2/L3 emergency), preferably in the Democratic Republic of the Congo or comparable fragile, conflict-affected, and resource-constrained environments.
- Experience working with and/or through counterparts (Government and decentralized authorities, UN agencies, cluster and coordination mechanisms,

implementing partners) to deliver measurable results in insecure or hard-to-reach areas.

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...

- (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
- (8) Nurtures, leads and manages people

Familiarize yourself with [our competency framework](#) and its different levels.

UNICEF promotes and advocates for the protection of the rights of every child, everywhere, in everything it does and is mandated to support the realization of the rights of every child, including those most disadvantaged, and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, minority, or any other status.

UNICEF encourages applications from all qualified candidates, regardless of gender, nationality, religious or ethnic backgrounds, and from people with disabilities, including neurodivergence. We offer a wide range of benefits to our staff, including paid parental leave, breastfeeding breaks and reasonable accommodation for persons with disabilities. UNICEF provides reasonable accommodation throughout the recruitment process. If you require any accommodation, please submit your request through the accessibility email button on the UNICEF Careers webpage [Accessibility | UNICEF](#). Should you be shortlisted, please get in touch with the recruiter directly to share further details, enabling us to make the necessary arrangements in advance.

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 based on gender, nationality, age, race, sexual orientation, religious or ethnic background or disabilities. UNICEF is committed to promote the protection and safeguarding of all children. All selected candidates will, therefore, 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, and selected candidates with disabilities may be requested to submit supporting documentation in relation to their disability confidentially.

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.