



**USAID | BENIN**  
FROM THE AMERICAN PEOPLE

USAID **50** ANNIVERSARY

**TO:** All qualified Applicants  
**FROM:** Clemencia Acacha Bonou, Supervisory Executive Specialist  
**Subject:** Job Opportunity Announcement Solicitation #: 680-12-001  
**Date:** January 30, 2012

USAID/Benin is accepting applications for the following position:

**POSITION TITLE:** AID Development Assistance Specialist (Commodities & Logistics)  
**NUMBER OF POSITIONS:** One (1)  
**GRADE:** **FSN 10** (FCFA 16,169,769 to FCFA 28,639,072)  
**FSN 09** (trainee level FCFA 11,944,578 to FCFA 21,672,466)  
**OPENING DATE:** February 2, 2012  
**CLOSING DATE:** February 23, 2012 at 12:00 p.m. Cotonou, Benin time  
**WORK HOURS:** Full-time: 40 hours/week

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested person. People with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

## **I. BASIC FUNCTION OF POSITION**

The incumbent is responsible for the management of commodities procurement and distribution under the USAID/Benin family health portfolio. The timely procurement and distribution of malaria and other health commodities is a key component in the successful achievement of USAID health program objectives. Under the President's Malaria Initiative (PMI) program, USAID/Benin procures large quantities of malaria commodities, including mosquitos' nets, artemisinin-based combination therapies (ACTs), rapid diagnostic tests (RDTs), sulfadoxine-pyrimethamine (SP) and malaria microscopy kits (MMKs). Additional health commodities are procured on a regular basis to support USAID/Benin's health activities. They include, but are not limited to, oxytocin, contraceptives, HIV test kits and supplies to contain Avian Influenza.

## II. MAJOR DUTIES AND RESPONSIBILITIES

### Management:

25%

The Commodities Logistics Specialist (CLS) will serve as the Mission's primary Foreign Service National (FSN) advisor on family health commodity management. More concretely, this position will manage all Family Health Team activities related to health commodities forecasting, quantification, procurement, customs clearance, storage and distribution where appropriate. Using the Malaria Operational Plan (MOP) and other planning documents or information as discussed within the Family Health Team, the CLS will monitor the health commodities supply chain from the Government of Benin's central Medical Store known as "CAME" to the designated service delivery points. S/he will work with implementing partners to ensure that procurement and distribution USAID-funded contraceptives for social marketing activities are well coordinated. S/he will keep the Team Leader and the Mission Director, if necessary, informed on the status of malaria and other health commodities and recommend corrective or policy actions as appropriate. Also, S/he will maintain contacts with contractors on regular basis to monitor status of commodities delivery schedules.

The CLS will monitor the distribution of health commodities purchased by USAID/Benin under PMI and other activities to ensure that USAID supported health facilities do not experience stock-outs or overstocks of health commodities. Under the guidance of the Contracting Officer's Representative (COR) for PMI project, the CLS will work with Benin's Central Medical Stores, or "Centrale d'Achat des Médicaments Essentiels" (CAME), to follow-up on USAID-funded commodity pipelines and identify any bottlenecks or ensure drug availability at the health zone depots and clinic levels. S/he will follow-up the implantations of reforms at the CAME to ensure that the institutional and policy barriers to maintaining effective malaria as identified in various assessments have been removed.

Specific duties and responsibilities include technical leadership in health commodities supply chain management. The incumbent will:

- Perform periodic inventories (at least quarterly) on procured health commodities and supply chain functioning and present results to the Family Health Team with recommendations for corrective actions, whether at the operational or policy level. The incumbent will monitor, recommend and implement mechanisms that will ensure transparent and accountable management of health commodities at the health zone depot and health facility levels.
- Ensure during quarterly field visits that USAID-funded malaria and other health commodities are managed in compliance with regulations. With regards to family planning and HIV/AIDS commodities, ensure that family planning and HIV/AIDS services are provided in compliance with legislative and policy requirements, including the Mexico City Policy and Tiahrt Amendment.

### Program Development, Management and Implementation:

25%

- Supervise the receipt, preparation, analysis and clearance, certification and approval process for commodity procurement documents, including MAARDS, financial reports, requests for funding, and the Mission's Annual Performance Report.

- Collaborate with the implementing partner of the Indoor Residual Spraying (IRS) to ensure adequate monitoring of procurement of insecticide as well as other equipment for PMI's IRS program.
- Serve as COR or Activity Manager for one or more projects. Work with Washington-based mechanisms to coordinate the timely procurement and delivery of health commodities. Those mechanisms include, but are not limited to those approved by USAID/Washington to implement PMI. Coordinate procurement actions to facilitate customs clearance and delivery of health commodity to designated locations.
- Conduct site visits and ensures that health commodities are available in health zones and health facilities supported by USAID program.
- Manage the implementation of approved commodities policy and programs.
- Monitor activities as assigned by the Team Leader under the health program.
- Prepare or reviews work plans, project reports, and statements of work (SOW) for studies, evaluations and audits and approve project expenditures.
- Contribute to prepare regular and ad hoc programs report for the mission including quarterly accruals, Portfolio review, and Malaria Operational Plan.

**Liaison, Coordination and Networking:**

**25%**

- Coordinate with other donors funding health commodities or supporting the national commodity supply chain, particularly the CAME. Work to ensure that efforts complement rather than duplicate each other.
- Meet with government counterparts and other donors' staff working with CAME to develop strategies to improve supply chain management of health commodities.
- Serve as primary liaison for coordination between USAID/Washington contractors and other United States Government (USG) contractors and awardees, particularly the partners implementing PMI, health sector donors, and site managers, to ensure an adequate supply of health commodities.
- Serve as the primary USAID interlocutor with other USG agencies on commodity supply and service requirements, performance standards objectives, and related funding.

**Other Activities Management :**

**15%**

- Monitor USAID's contribution to polio activities conducted by the Ministry of Health's National Agency for Immunization (ANV-SSP) and reports progress achieved on a quarterly basis to the Team Leader.
- Work with the ANV-SSP Director at the Ministry of Health to monitor planning and implementation of polio activities.
- Work with WHO counterparts to ensure that USAID's funds for polio activities are released on a timely manner to conduct planned activities.
- Manage other special projects, as approved by the Team Leader and the Mission Director. Special projects may include or Disaster preparedness and response activities.
- Develop, implements and manage one or more health activities.

**Other tasks:**

**10%**

As assigned by the Family Heath Team Leader.

### **Incorporates USAID's Core Values:**

1. **Customer Focus:** Identifies and communicates with USAID customers regularly (ideally, in their preferred language); surveys their interests, needs and recommendations; follows up on communications and information received from and about the customers. Ensures that customers' needs and thinking are included in all activities undertaken and that, where possible, customers are involved in key decisions. Surveys customer satisfaction periodically and serves as a knowledgeable advocate for customer service with other USAID employees and partners.
2. **Results Orientation:** Reviews baseline information against which to plan actions and identify targets and milestones. Puts strategic plan in place and uses it as a framework for decisions. Reviews progress against targets and milestones regularly; takes needed action to modify plans when necessary and to maintain actions to accomplish the desired results within the time frame planned. Serves as a knowledgeable advocate for the results orientation with other USAID employees and partners.
3. **Empowerment and Accountability:** Emphasizes results and service outreach rather than internal control, in carrying out his responsibilities. The incumbent is clear about his own performance standards. S/he participates in defining objectives, reviewing performance, and upholding accountability for the accomplishment of the objectives.
4. **Teamwork and Participation:** Contributes to strategic planning, performance monitoring, and major program decisions of the Family Health Team. The incumbent demonstrates ownership of the teams' plans, performance, and decisions. Proactively participates in team processes and activities. Includes other team members, customers and partners and assists in their understanding and participation in teamwork and the team's goals, performance, and decisions. S/he assumes responsibility for specific results assigned by the team.
5. **Valuing Diversity:** Understands and respects the various work groups and team members without stereotyping. Understands and respects the role of customers and partners. The position holder realizes the synergy and benefits of differing backgrounds and skills to accomplish our strategic goals. S/he uses the synergy of core and extended teams to plan and works together to achieve results while accepting accountability for his own actions.

### **III. QUALIFICATIONS AND EXPERIENCE**

#### **a. Education:**

Position requires a minimum of Bachelor's degree in public health, health management, business administration, procurement and contracting or finance with an emphasis on commerce, trade, and materials management. Master's degree would be an advantage.

#### **b. Prior Work Experience:**

1. A minimum of five years of progressively responsible professional-level experience in the field of public health, including experience in family health commodities supply



chain management is required. At least three years of this experience should have been in development assistance program.

2. Substantive experience in analyzing data and presenting findings in written or oral form and managing funds is also required.
3. Experience in providing advice to donor agencies on health programs, to government agencies, or to Non-governmental Organizations (NGOs) implementing donor-funded programs is required.

**c. Language Proficiency**

Good working knowledge in both French and English is required (level 3). At this level the incumbent is required to have a good working knowledge of both written and spoken French and English. The incumbent should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with French and English speaking staff members and the general public, including both French and English speaking and non-French or English speaking persons

**d. Knowledge**

The incumbent must have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting. Also, an excellent knowledge of host-country characteristics, development perspectives, objectives and priorities, particularly in family health and population issues is desired.

**e. Other Skills and Abilities:**

The incumbent must possess excellent interpersonal skills and be able to communicate effectively, both in speech and writing, with government technical officers and donors' counterparts. Must have the ability to conceptualize, manage and evaluate activities. S/he must have ability to operate efficiently word processors, office information systems and personal computers. Also, s/he must have good writing skills for purposes of reporting to USAID/W, and preparing reports, memoranda, etc.

**IV. POSITION ELEMENTS**

**a) Supervision received:**

The Family Health Team Leader will be the incumbent's immediate supervisor. Assignments are in broad terms, primarily of overall objectives to be achieved and suggested approaches to consider. Performance is evaluated primarily in terms of results achieved and compliance with human resources performance evaluation policy.

**b) Supervision Exercised**

None.

**c) Available Guidelines**

The following guidelines will be available to the position holder:

- Global Health, Nutrition and President's Malaria Initiative (PMI) documentation and guidance,

- Automated Directive System; Project Officers Guide Book,
- Evaluation Handbook;
- Federal Acquisitions Regulations; and
- Mission Orders.

**d) Exercise of Judgment**

A high degree of independent judgment is required for planning, monitoring and evaluating design and program activities, reporting and other assignments.

**e) Authority to Make Commitments**

The position holder exercises moderate authority over the planning, design, implementation and management of project activities. All major written communications to parties outside the Mission involving policy are submitted to the Health Team Leader for clearance. Because the position is procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government

**f) Nature, Level and Purpose of Contacts:**

The incumbent makes frequent contacts within the Mission, with technical officials of Ministries of the Government of Benin (particularly Health), donors and NGOs concerning the family health commodities issues, policies, coordination and consultation.

**g) Post Entry Training:**

ADS 200 series; COR/AOR certification; courses in Project Implementation, Project Design and Evaluation and Development Studies Program (or their equivalent) is highly desirable. Prior training in pharmaceutical or logistical management is highly preferred.

**h) Time Required to Perform Full Range of Duties after entry into the Position:**

One year. The incumbent will have an initial contract of one year which may be extended up to two based on performance, funds availability and program needs.

**V. EVALUATION FACTORS:**

**Knowledge, Skills and Abilities (55 points)**

- Demonstrated knowledge of principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting. Excellent knowledge of host country characteristics, development perspectives, objectives and priorities particularly in family health and population will be an added advantage.
- Must possess excellent interpersonal skills to work collaboratively with cooperating government officials, business and industry officials and mission staff at all levels. Strong organizational skills, ability to work calmly, tactfully and effectively under pressure and to demonstrate extreme flexibility to manage more than one activity at a time is essential. Must have ability to conceptualize, manage and evaluate activities.
- Demonstrated good working knowledge of both written and spoken French and English. The incumbent should be able to read and understand agency regulations, operating instructions, memoranda, and related material concerning the field of work, to prepare correspondence and standardized reports, and to communicate effectively with French

and English speaking staff members and the general public, including both French and English speaking and non-French or English speaking person.

- The ability to maintain strict confidentiality and high ethical standards relating to all areas of the program is required.
- Proficiency in standard operating and application software (Windows, Microsoft Word, and Excel) is required. Knowledge of Google Chrome will be an added advantage.

#### **Work Experience (30 points)**

- A minimum of five years of progressively responsible experience in the field of public health, including experience in family health commodities supply chain management is required. At least three years of this experience should have been in development assistance program.
- Demonstrated prior experience in analyzing data and presenting findings in written or oral form and managing funds is required.
- Demonstrated experience in providing advice to donor agencies on health programs, to government agencies, or to Non-governmental Organizations (NGOs) implementing donor-funded programs.

#### **Education and Training (15 points)**

- Position requires a minimum of a Bachelor's degree in public health, health management, business administration, procurement and contracting or finance with an emphasis on commerce, trade, and materials management. Master's degree would be an advantage.
- Prior training in pharmaceutical or logistical management is highly preferred.

## **VI. INSTRUCTIONS TO APPLICANTS**

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. Applicants must submit a CV and OF-612 and should write cover letter. **Applicants who do not submit a CV, and OF-612 and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After initial review of applications, only those which give evidence of meeting minimum requirements for education, professional experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written exam followed by an interview if applicable. After reviewing all results, the recruitment committee will make a determination of candidates which have the requisite qualifications and experience to successfully fulfill the position. **Applications must include the names and contacts information for at least three references** and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor.

**Note:**

Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/forms/OF612.pdf>. Applicants should retain for their record copies of all enclosures that accompany their applications.

**Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format.** Electronic submissions will be accepted.

Electronic submissions are authorized and are to be sent to: [lkpadonou@usaid.gov](mailto:lkpadonou@usaid.gov) and [cacacha@usaid.gov](mailto:cacacha@usaid.gov). Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail:

To:

USAID/Benin,  
Executive Office (EXO)  
Rue Caporal Anani Bernard  
American Embassy  
01 BP 2012  
Cotonou, Republic of Benin

**N.B:** Mark submissions "680-12-001". Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

**VII. COMPENSATION**

The position grade is FSN 10. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-09 based upon the candidates past salary. Applicants falling at the FSN 09 will receive an annual salary increase of one step each year up to the maximum step FSN 09 upon fully successful performance. They may move to the higher grade FSN-10 after one year, if they are more than fully successful and experienced to perform all duties and responsibilities associated with the position. **Salaries over and above the market value will not be entertained or negotiated.** Only salaries and related benefits listed in the local compensation plan will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any. Contractor will be solely responsible for the shipment, transportation and costs associated with a possible relocation to Benin if necessary.