

24 January 2013

Job Title: Decentralized Supply Chain Advisor

Location: Abidjan, Côte d'Ivoire

Posting Date: XXXXX

POSITION DESCRIPTION

1. Basic Functions of the Position

The role of the DSCA is to strengthen distribution and management-related functions of the HIV/AIDS supply chain system by providing technical assistance to the Ministry of Health and AIDS (MSLS) for improved planning, monitoring, and evaluation of the management of PEPFAR-funded commodities at the decentralized levels of the health system (i.e. health districts, clinical facilities), and monitoring the distribution of PEPFAR commodities from the central to local levels.

2. Major Responsibilities and Duties

Under the direct supervision of the Health Systems Strengthening Branch Chief, the DSCA performs the following duties:

Programmatic and Technical Representation (25%)

- Liaise with key stakeholders including the MSLS, donors, implementing partners, and other PEPFAR team members on issues related to decentralized supply chain management of HIV/AIDS commodities
- Participate in relevant meetings and technical working groups on supply chain management topics
- Monitor USG and Government of Cote d'Ivoire policy changes and highlight potential impacts of these changes on commodities distribution and product availability at service delivery points
- Provide critical technical and programmatic contributions in external and internal discussions

Program Monitoring and Management (45%)

- With the Senior Supply Chain Advisor, regularly assess the performance of the HIV/AIDS commodities supply chain
- Develop a monitoring and evaluation (M&E) framework with PEPFAR partners and host country counterparts to monitor progress of the implementation of a distribution system improvement plan
- Develop and strengthen oversight systems and procedures to improve management and functionality of the supply chain at decentralized levels
- Conduct regular site visits to assess relevant aspects of the HIV/AIDS commodities supply chain system and the availability of HIV/AIDS commodities in health facilities
- Serve as Agreement Officer Representative for the new condom distribution award
- Serve as AOR/activity manager for the new USAID decentralized supply chain project.
- Serve as Activity Manager for PEPFAR condom quantification and ordering through USAID/W Central Contraceptive Procurement Project (CCP)
- Serve as Activity Manager for the supply chain aspects of the new PEPFAR decentralized health systems strengthening pilot
- In close coordination with relevant Agreement Officer Representatives/Contracting Officer Representatives and/or Activity Managers, collaborate with PEPFAR implementing partners to optimize technical assistance to support supply chain capacity at decentralized levels, particularly in the areas of coordination, forecasting, quantification, needs assessment, and supervision

- Provide recommendations on how to improve the distribution system at the decentralized levels of the supply chain to prevent stockouts of HIV/AIDS commodities at district warehouses and health facilities.

Preparation of Key Mission Documents (20%)

- Provide regular and ad hoc analyses and reports as requested and disseminate information on progress and improvements to the supply chain, including information from supervision reports, stock status reports, and the logistics management information system
- Contribute technical information and data, as requested, for the preparation of documents such as annual/semi-annual performance reports, operational plan/Country Operational Plan, Congressional Notification, Congressional Budget Justification, portfolio reviews, cables, Fact Sheets, etc.

Other Duties as Assigned (10%)

- Assist the USAID PEPFAR team with other tasks related to the planning, implementation, monitoring and evaluation of USAID support to the health sector in Cote d'Ivoire.

3. Qualifications

Successful candidates will meet the following requirements:

- Bachelor's degree in public health, pharmacy, business administration, project management, supply chain/logistics management, or a related field, AND

Minimum of three years of experience in supply chain management, including monitoring and evaluation, continuous quality improvement approaches, capacity building for logistics staff, and use of electronic tools and software for health commodity management,

- Direct experience in supply chain management including transport, distribution, warehouse, and stock management is highly desirable
- Strong quantitative skills using computer software (i.e. Excel, Word, Power Point) for data analysis and reporting
- Excellent communication skills in written and spoken French (Level IV – fluency in speaking/reading/writing)
- Good written and spoken English (Level III – general professional proficiency), including capacity to prepare basic written reports in English
- Excellent interpersonal and teamwork skills in a diverse, multi-cultural environment

4. Available Guidelines

The incumbent is required to understand and apply USAID policies and procedures that govern project activity management, in addition to relevant Department of State administrative operating procedures, policies and formats. Oral guidance from the immediate supervisor and specific detailed instructions will be given (when necessary) for carrying out unique assignments. The incumbent must be proactive in keeping up-to-date on MSLS technical strategies and protocols in addition to international standards and guidelines related to HIV/AIDS issues and supply chain management.

5. Supervision

The DSCA position, based at the U.S. Embassy in Abidjan, is within the Health Systems Strengthening (HSS) Branch of USAID/PEPFAR Côte d'Ivoire. Working under the direct supervision of the HSS Branch Chief, the DSCA collaborates with other team members in the USAID/PEPFAR Côte d'Ivoire team spanning technical areas such as care and support, strategic information, monitoring and evaluation, and quality improvement. As a local expert

in health commodity supply chain systems, the incumbent is expected to function effectively with minimal supervision. Completion of tasks and assignments are reviewed regularly through required written documents and oral progress reports.

The DSCA does not perform any supervisory duties.

6. Exercise of Judgment

In instances not clearly covered by written guidelines, the incumbent uses her/his own well-informed judgment to devise and recommend innovative approaches to resolving technical, administrative, managerial and/or policy problems. Excellent (balanced) judgment must be exercised in setting priorities. The use of initiative, discretion and patience is expected from the incumbent in dealing with USG Côte d'Ivoire and other key stakeholders to resolve problems that arise during the course of work for which there is often no clear or immediate solution. Incumbent is expected to give feedback to senior-level USG staff and partners for quality improvement of health commodities management.

7. Authority to Make Commitments

The incumbent has no independent authority to commit funds on behalf of the U.S. Government. The position has authority and responsibility to make technical recommendations to agency and/or PEPFAR managers.

8. Nature, Level and Purpose of Contacts

Contacts are with mid-level political, administrative and technical representatives of the MSLS at decentralized levels (district and health facility), implementing partner organizations, donors, the U.S. Embassy, USAID/West Africa, and the USG PEPFAR/CI team. Incumbent must provide consistent and credible representation of PEPFAR and USAID to all the above and to coordination bodies for technical, strategic, policy and programmatic issues within the scope of his/her duties.

9. Post Entry Training

The incumbent is expected to possess the necessary technical training and skills required to perform the duties and responsibilities of the position. Ongoing professional development focusing on updates in supply chain management best practices, tools and evaluation strategies will be provided via in-country, regional, and/or on-line training. PEPFAR and agency-specific training in approaches to program management, reporting, and evaluation may also be required.

10. Time required to perform full range of duties after entry into the position

One year

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SELECTION CRITERIA

Education (20 points)

- Master's degree in public health, pharmacy, business administration, project management, supply chain/logistics management, or a related field plus 2 years experience OR Bachelor's degree in public health, pharmacy, business administration, project management, supply chain/logistics management, or a related field plus 5 years experience

Work Experience (40 points):

- Minimum of five years (with Bachelor's degree) or two years experience (with Master's degree) of experience in supply chain management, including monitoring

- and evaluation, continuous improvement systems, capacity building for logistics staff, and use of electronic tools and software for health commodity management
- Direct experience in supply chain management in an emergency and transitional environment, including transport, distribution, warehouse, and stock management is highly desirable

Knowledge (20 points)

- Sound knowledge of the main technical and substantive issues related to HIV/AIDS commodities and supply chain management and logistics, especially in the developing country context

Skills and Abilities (20 points)

- Strong quantitative skills using computer software (i.e. Excel, Word, Power Point) for data analysis and reporting
- Excellent communication skills in written and spoken French (Level IV – fluency in speaking/reading/writing)
- Good written and spoken English (Level III – general professional proficiency), including capacity to prepare basic written reports in English (Willing to accept 2+ if the candidate is able to achieve level III by the end of first year of employment).
- Excellent interpersonal and teamwork skills in a diverse, multi-cultural environment