

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy Kampala	2. AGENCY CDC Centers for Disease Control and Prevention	3a. POSITION NO. TBD
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. Yes No

4. REASON FOR SUBMISSION

a. Reclassification of duties: This position replaces

Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Public Health Administrative Management Specialist (Supply Chain Management), FSN-540	10		
b. Other				
c. Proposed by Initiating Office	Public Health Administrative Management Specialist (Supply Chain Management), FSN-540			

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Centers for Disease Control & Prevention	a. First Subdivision
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position.

_____ Typed Name and Signature of Employee Date(mm-dd-yy)	_____ Typed Name and Signature of Local Supervisor Date(mm-dd-yy)
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

_____ Typed Name and Signature of American Supervisor Date(mm-dd-yy)	_____ Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)
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13. BASIC FUNCTION OF POSITION

Under the general supervision of the Heath Strengthening Systems Team Lead, incumbent is one of two supply chain management specialists, and directs the implementation of the supply chain management (SCM) process

which includes the planning of procurement, inventory control, logistics and distribution to ensure that every step of the process is functioning effectively to avoid costly delays and interruption of stock in the health sector as it relates to CDC Uganda programs.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

In collaboration with the Ministry of Health (MOH) and other relevant team members and partners, job holder participates in identifying and prioritizing capacity development activities for strengthening national and regional-level health care supply chains, and building expertise in developing, implementing, monitoring, appropriate training and supervision programs. Coordinates and manages the commodity pipelines to ensure that there are no interruptions in stock, expiries, or other supply chain problems for critical medicines other health products; makes recommendations related to the proper management of commodities and for the overall security of medical commodities. Provides technical assistance to the MOH for the quantification of critical medicines and products including the establishment of information systems to assure availability of data necessary for adequate quantification; assesses training needs regarding specific supply chains for major diseases and programs as defined by the MOH to address key challenges in current supply chain management and pharmaceutical logistics. In collaboration with the MOH, ensures that staff is trained and has required skills in collecting data from health facilities, processing the data to forecast future needs, and converting the requirements into a supply plan for future financial year.

Job holder assists MOH and other partners with balancing resources, requirements, goals, objectives, plans, and operational techniques across SC material management elements, including supplier relationship management, customer relationship management, and risk management. Communicates needs and objectives to supervisor and key personnel in procurement, logistics, and distribution. Works with other specialists, such as the HMIS Specialist, for the development and deployment of appropriate logistics management information systems that support the planning and monitoring of supply chain operations to accurately report, quantify, forecast and submit timely drug and laboratory supplies requisitions to MOH to avoid interruption of service delivery.

Provides technical assistance to assess current health SCM practices, and develop action plans and recommendations to address priority issues to improve effectiveness of related supply chain. Performs assessment and implementation of strategies and techniques to achieve optimized material flow, throughput, costs, and customer service levels; performs material management quality assessments to assist MOH and implementing partner to implement, execute, and optimize SC techniques and processes. .

Job holder provides Technical Assistance to strengthen/develop standard operating procedures for inventory management and other aspects of supply chain management that will assure the availability and quality of medicines and other commodities; designs or implements supply chains that support business strategies adapted to changing market conditions, new opportunities, or cost reduction strategies. Identifies public and private sector supply chain management models and recommends possible complimentary and/or collaborating opportunities through a public private partnership (PPP) which will increase efficiency of service delivery while strengthening the emerging role of private sector in health; uses SC business practices, rules, data collection, and performance measurement techniques.

15. QUALIFICATIONS

A. Education: : Bachelor's degree in public administration, public health, international development, business administration, management, accounting, finance, nursing, pharmacy, medicine or health services administration is required.

B. Prior Work Experience: Four years progressively responsible experience in pharmaceutical services or in logistics management.

C. Post Entry Training: Attendance at ongoing professional seminars focusing on changing public health surveillance and survey standards, protocols, monitoring and program assessment/evaluation systems is required.

Agency-specific training in approaches to program design, implementation and reporting is required

D. Language Proficiency (level and specialization): Level IV (fluency – speaking/reading/writing) in English is required.

E. Job Knowledge: Detailed Knowledge of health and HIV/AIDS service delivery in the public and private sector in Uganda, or sub-Saharan Africa. Must have demonstrated knowledge and understanding of HIV/AIDS care issues; Ministry of Health Logistics and Health Sector Supply Chain Systems-knowledge of the National drug supply and distribution program and guidelines; policies and regulations pertaining to pharmaceutical agents as well as principles of supply chain management. Must have detailed knowledge of logistics support, supply chain requirements planning, risk management, customer relationship management, supplier relationship management. The job holder must also have a detailed knowledge of the host country operational environment, including a good understanding of host government laws and regulations regarding public health-related implementing agreements. Detailed Knowledge of health and HIV/AIDS service delivery in the public and private sector in Uganda, or sub-Saharan Africa. A general knowledge of routine health information systems in developing countries, including knowledge of HIV administrative systems is required.

F. Skills and Abilities: Good oral communications skills are required to define performance metrics and ensure clarity for measurement, comparison, or evaluation of supply chain factors, such as product cost or quality. The ability to maintain contact at all levels of the host government and with stakeholders in the non-government arena is required in order to explain supply chain program policies, objectives and procedures and to assist partners in reporting requirements. Ability to document physical supply chain processes, such as workflows, cycle times, position responsibilities, or system flows. maintain effective working and management-level contacts within HIV/AIDS service delivery activities of the government and NGOs; ability to work effectively with team and interagency environments, ability to work in a decentralized system. Excellent inter-personal skills are required in order to coordinate with USG colleagues and implementing/ cooperating partners to ensure mutual cooperation. Leadership skills are required to work with program managers and staff of implementing partners to direct and coordinate various elements of logistics, budgeting for procurement and accounting operations is required.

16. POSITION ELEMENTS

A. Supervision Received: Supervision from US Direct-Hire supply Chain Management Specialist; indirect supervision from the Health Systems Strengthening Team Lead

B. Supervision Exercised: None

C. Available Guidelines: Agency-specific procurement and logistics reporting regulations and requirements for developing and implementing grants, contracts and/or cooperative agreements, PEPFAR strategic objectives, guidance and operating provisions; the Country Operational Plan (COP).

D. Exercise of Judgment: Job holder has wide latitude to use his/her own discretion to identify and address supply chain management procedural issues/problems at all levels of the grant, cooperative agreement and contract funding process. This includes the ability to exercise change management of administrative (non-regulated) procedures and practices that support a more efficient and cost-effective implementing agreement accounting and recordkeeping program.

E. Authority to Make Commitments: Position has no authority to make financial commitments; however, may make technical recommendations on changes in scope of work, funding allocations, reporting and supplemental agreements to the agency headquarters grants, contracts and cooperative agreements office. Job holder has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts: Contacts are primarily with CDC staff (managers, epidemiologists, and medical officers), USAID mission staff, and HIV/AIDS officials from the Uganda Ministry of Health; agency contacts at all levels for purposes of ensuring financial management and program accounting practices are in accord with generally accepted accounting practices as well as PEPFAR accounting and reporting requirements. Contacts with suppliers to discuss performance metrics, to provide performance feedback, or to discuss production forecasts or changes. Some contacts are for influencing and motivating individuals who have varying perspectives regarding the adoption of CDC-Uganda proposed activities designed to assist in the achievement of goals and objectives. In these instances, the incumbent must be a skilled negotiator to sufficiently address the skepticism that may be displayed by persons with differing viewpoints. The purpose of most contacts is directed toward improving HIV/AIDS prevention and control programs through promotion, justification, support and defense of CDC HIV/AIDS related policies, goals, objectives and initiatives.

G. Time Expected to Reach Full Performance Level: One year.