



**TO:** All qualified Applicants  
**FROM:** Clemencia Acacha, Supervisory Executive Specialist  
**Subject:** Job Opportunity Announcement  
**Date:** July 10, 2008

USAID is accepting applications for the following local-hire position:

**POSITION TITLE** : Commodities Logistics Specialist  
**NUMBER OF POSITIONS** : One (1)  
**GRADE** : Foreign Service National (FSN – 10)  
**OPENING DATE** : July 10, 2008  
**CLOSING DATE** : July 31, 2008  
**WORK HOURS** : Full-time; 40 hours/week

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

### **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 PMI program, USAID/Benin will procure large quantities of malaria commodities, including bed nets, artemisinin-based combination therapies, rapid diagnostic tests, sulfadoxine pyrimethamine, and microscopes. Additional health commodities will be 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**

A. 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 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 drug warehouse to the

designated service delivery points. 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 facilities do not experience stock-outs. Under the guidance of the Cognizant Technical Officer for PMI, the CLS will work with Benin's Central Drugs Warehouse, 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 and clinic levels. The incumbent will also assess the institutional and policy barriers to maintaining effective malaria and other health commodity supplies, and identify and remedy problems and assist in resolving commodity supply problems;

Specific duties and responsibilities: Technical leadership in health commodities supply chain management

- Performs 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. More specifically, monitor, recommend and implement mechanisms that will ensure transparent and accountable management of drugs at the health zone and health facility levels.
- During quarterly field visits, ensures 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.

B. Program Development, Management and Implementation: 25%

- Supervises 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.
- Works with Research Triangle Institute to monitor procurement of insecticide as well as other spraying equipment for PMI indoor residual spraying activities.
- Serves as Cognizant Technical Officer for one or more projects. Works with Washington-based mechanisms to coordinate the timely procurement and delivery of health commodities. Mechanisms include, but are not limited to those approved by USAID/Washington to implement PMI. Coordinates procurement actions to facilitate customs clearance and delivery to health zones. Conducts site visits and ensures that health commodities are available in health zones and health facilities supported by USAID program.
- Manages the implementation of approved commodities policy and programs. Monitors activities as assigned by the Team Leader under the health program. Prepares or reviews work plans, project reports, and statements of work (SOW) for studies, evaluations and audits and approves project expenditures.

C. Liaison, Coordination and Networking: 30%

- Coordinates with other donors funding health commodities or supporting the national commodity supply chain, particularly the CAME. Works to ensure that efforts complement rather than duplicate each other. Meets with government counterparts within CAME and other donors' staff working with CAME to develop strategies to improve health commodities management.
- Serves as primary liaison for coordination between USAID/Washington contractors and other USG

contractors and awardees, particularly the partners implementing PMI, malaria sector donors, and site managers, to ensure an adequate supply of commodities.

- Serves as the primary USAID interlocutor with other USG agencies on commodity supply and service requirements, performance standards objectives, and related funding.

D. Other Activities Management : 20%

- Monitors USAID's contribution to polio activities conducted by the Ministry of Health's expanded program for immunization (EPI) and reports progress achieved on a quarterly basis to the Team Leader.
- Works with the EPI Director at the Ministry of Health to monitor planning and implementation of polio activities. Works with WHO counterparts to make sure that USAID's funds for polio activities are released on a timely manner to conduct planned activities.
- Manages other special projects, as approved by the Team Leader and the Mission Director. Special projects may include Avian Influenza commodities management.
- Develops, implements, and manages one or more health activities. Meets with implementing contractors, Team members and the PMI's Indoor Residual Spraying technical staff to assess and monitor availability of insecticide and ensures that appropriate procedures are in place for adequate disposal. May include management of other health activities as requested by the Team Leader.

E. 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. OTHER SIGNIFICANT FACTS:**

#### 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. 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 Handbook; and
- Mission Orders.

#### c. Exercise of Judgment:

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

#### d. 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.

#### e. Nature, Level and Purpose of Contacts:

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

#### f. Supervision Exercised: None

#### g. Time Required to Perform Full Range of Duties: One year.

### **QUALIFICATIONS AND EVALUATION FACTORS**

Applicants will initially be evaluated based on the documentation submitted with the application. Then competitively ranked applicants will be tested and interviewed. The results of the testing and interview, along with the reference check results, will be considered in the selection process.

Following are the evaluation criteria, with their weight of importance, for this position:

Candidates will be evaluated and ranked based on the following selection criteria (maximum of 100 points)

1. Minimum qualifications
  - a. A Master's degree in international public health; health systems or administration; pharmacy; logistics or comparable education.
  - b. Minimum 3 years experience in developing country contexts in the area of pharmaceuticals management, health commodity logistic, and/or supply chain capacity building and management is required. Malaria, Family Planning, HIV/AIDS programmatic experience is required. Experience working with USAID or USAID-funded health programs is highly desirable.
  - c. Minimum 3 years in project management and oversight including commodities management.
  - d. Excellent written and oral English and French language communication skills.
  - e. Capability in Microsoft Office applications, including word, Excel, Powerpoint and related logistics software for management, forecasting, quantification, etc.
  
2. Education, Experience, Knowledge, Abilities and skills, and language required
  - a. **Education:** A Master's degree in international public health; health systems or administration; pharmacy; logistics or comparable education.
  - b. **Work experience:** At least three (3) or more years of progressive professional-level experience in the areas of pharmaceuticals management, health commodity logistics, and/or supply chain capacity building and management is required; Experience working with USAID or USAID-funded health programs is highly desirable.
  - c. **Knowledge:** Must have a sound knowledge of the main technical and substantive issues related to pharmaceutical management, health commodity logistics, and supply chain capacity building and management. Familiarity with USAID programs, policies and regulations is highly desirable.
  - d. **Abilities and skills:**
    - Excellent interpersonal skills, tact and diplomacy, required to establish and maintain good working relationships with Government of Benin officials, mainly the CAME authorities, and other GoB and USG counterpart agencies. Skills required include 1) ability to work effectively within team and interagency environments; 2) strong management and analytical and strategic skills; 3) ability to interpret regulatory directives and related guidance; 4) ability to organize and present information and to draft clear, concise documents (10 points);
    - Computer literacy, including ease and skill in using word processing programs,

email, spreadsheet applications, and presentation software (PowerPoint), and familiarity with the worldwide web (10 points).

- e. **Language:** Excellent written (10 points) and oral English and French language (10 points) communication skills.

#### **INSTRUCTIONS TO APPLICANTS**

Applicants must submit a curriculum vitae (CV) which contains information about education, professional experience and skills. CVs must include a discussion of skills in language and computers. Applicants are encouraged to prepare a cover letter which provides more details which show how other skills for this position were demonstrated in previous professional experience. Applicants are also strongly encouraged to submit copies of the application in both French and English.

Applications must include the names and contacts information for at least three references. At least one should be the current immediate supervisor OR have been an immediate supervisor. USAID will contact current employers for references. Candidates who do not wish to have current employers contacted must state this in the application.

After an initial review of applications, only those deemed to meet minimum requirements will receive further consideration. After reviewing application from the initial screening, USAID evaluation committee will develop a short list of applicants who will be invited for testing and interviews.

#### **HOW TO APPLY?**

Applications must be submitted in a sealed envelop to the attention of Executive Office/Personnel and marked "Application for the position of Commodities Logistics Specialist". The closing date and time for receipt of applications is July 31, 2008 at 5:00 pm.