



## SENIOR SUPPLY CHAIN MANAGEMENT ADVISOR Job Announcement No. AID-001-15

**OPEN TO:** All Interested Candidates

**POSITION:** Senior Supply Chain Management Advisor

**OPENING DATE:** January 12, 2015

**CLOSING DATE:** January 30, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** ZMK 323,880.52 – 500,922.76 p.a.  
Position Grade: FSN-12

USAID/Zambia has an immediate opening for a Senior Supply Chain Management Advisor in the Health Office.

### **BASIC FUNCTION**

USAID/Zambia's lead Technical Advisor for Supply Chain Management will have direct responsibility for the integrated Health Office's (IHO) management of the procurement and logistics systems strengthening activities for all USG-supported commodity areas which currently include HIV/AIDS, Family Planning (FP), Malaria, Tuberculosis, and Essential Medicines (EM) commodities. The incumbent will have technical and programmatic leadership for planning, managing, and reporting on all supply chain management activities for the Office. Provides guidance, monitoring and technical support to USAID, the U.S. Mission in Zambia, the Government of the Republic of Zambia (GRZ), USAID/Zambia cooperating agencies, and technical counterparts and other donor agencies in the design, implementation, coordination, monitoring and evaluation of Zambia's supply chain management of health commodities. In addition, ensures that USAID/Zambia's supply chain management activities are (1) designed, implemented, monitored and reported in accordance with USAID health policies and guidelines; (2) fit within the health priorities and plans of the Ministry of Health; and (3) focus on sustainability, local ownership, and empowerment.

## **MAJOR DUTIES AND RESPONSIBILITIES**

1. Provide technical and managerial leadership, strategic direction, and coordination to the U.S. Government (USG), Government of Zambia (GRZ) counterparts, donors, and USG implementing partners on all aspect related to quantification, forecasting, planning, procurement and supply chain management of health commodities.
  - Provide technical support in to the Office’s supply chain management activities, including planning, defining indicators, and setting ambitious yet attainable targets; logistics, logistics system design, logistics management information systems (LMIS), LMIS data management forecasting and quantification, pipeline monitoring and procurement planning, assessments and complementary financial and managerial aspects.
  - Provide regular supply chain updates in areas of Antiretroviral Medicines, Essential Medicines and Medical supplies, sexually transmitted infections (STIs), and the Essential Medicines Logistics Improvement Program (EMLIP).
  - Participate in appropriate Technical Working Groups in spearheading supply chain components that will enhance appropriate budgeting of commodities and availability time frames under PEPFAR, PMI, SMGL, FTF, and other USG initiatives/endeavors.
  - Assure strong support to the Government of Zambia commodity working groups for the coordination of forecasting, quantification, and procurement of ARVs, Essential Medicines and Medical Supplies including STI commodities. Act in a timely manner to avert national stock outs, in collaboration with GRZ, USG, donor, and implementing partners and strengthen procurement and supply chain management systems, including accountability, transparency, integrity, efficiency, effectiveness, and economy of USG procured commodities for health.
  - Implement internal audit systems, control mechanisms, and mitigation measures to distribute and safeguard supply chain commodities procured by US Government resources and channeled through GRZ public systems.
  - Work closely with the Government of the Republic of Zambia to assure prompt approval and timely delivery of medicines, medical supplies and health commodities, as necessary.
  - Provide leadership to ensure consolidation and expansion of supply chain management activities, secure adequate supplies of health commodities to all health services, preventing stock-outs and excess of inventory.
  - Ensure increased country ownership of supply chain management activities and promote country sustainability of systems.
2. Serve as Activity Manager for field projects supporting supply chain management activities and ensuring that their work plans are in accordance with USG and Ministry of Health/Ministry of Community Development Mother and Child Health’s policies, strategies and guidelines.
  - Provide technical, managerial and programmatic guidance.
  - Review and approve annual work plans and budgets.
  - Monitor pipelines and burn rates.
  - Make recommendations for annual incremental funding.
  - Draft necessary program action documents as required.
  - Coordinate and prepare provide necessary information for USAID reporting and other program dissemination efforts.
  - Ensure effective interventions and maximize development impacts in supply chain activities.
3. Ensure coordination with USG, GRZ, donors and other partners in all aspects related to supply chain management.

- Ensure appropriate coordination within the USG, with the GRZ, donors and other partners for efficient and effective programming, implementation and follow-up of all supply chain management activities.
  - Provide technical and programmatic leadership to the Global Fund/Zambia Country Coordinating Mechanism, national TWGs, and representation on the Cooperating Partners Group.
  - Ensure that the PHN Office is actively represented and provides key technical input at key forums, working groups and steering committees that are directly related to supply chain management activities.
  - Participate actively in the development/revisions of the national strategies and evaluations, National Health Strategic Plans, and related documents that have implications in supply chain management.
4. Ensure the adequate monitoring and evaluation (M&E) of all supply chain management activities by developing appropriate targets and indicators for the activities, structuring an M&E plan in line with the program's targets, and undertaking M&E activities in close coordination with other partners.
  5. Provide supervision to staff directly working on supply chain management, such as a Health Procurement and Supply Chain Systems Advisor and Program Management Specialist in Supply Chain and Malaria.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

**a. Education**

At least a bachelor's degree in pharmacy and a master's degree in public health or a related field are required.

**b. Prior Work Experience**

A minimum of seven years of experience in work related to supply chain management (managing health commodities and management information systems, working with USG programs and/or Ministry of Health programs highly desirable, particularly HIV/AIDS, TB, malaria, family planning, or other public health programs) is required.

**c. Language Proficiency (level and specialization)**

English level (IV) fluency (both oral and written) is required. Language proficiency will be tested.

**d. Job Knowledge:**

A thorough knowledge of the concepts, principles, techniques and practices of the assigned professional field of specialization and ability to coordinate with HIV, TB, Malaria, Maternal and Child Care, and Family Planning programs and stakeholders is required.

**e. Skills and Abilities:**

Proficiency in common computer packages (e. g. Word, Excel, PowerPoint) relevant to the work, strong initiative, self-motivation, commitment to teamwork and strong representational and interpersonal skills are required.

## **POSITION ELEMENTS**

- a. **Supervision Received:** The incumbent will work under the direct supervision of the Health Team Leader at USAID/Zambia.
- b. **Available Guidelines:** USAID policies, regulations, handbooks and procedures.
- c. **Exercise of Judgment:** Incumbent has considerable latitude in carrying out work and is expected to exercise judgment in carrying out his/her duties. Desired results are outlined in broad terms. An ability to manage interrelated tasks and be able to work independently with minimum supervision is critical.
- d. **Authority to Make Commitments:** N/A.
- e. **Nature, Level and Purpose of Contacts:** Represents USAID on a broad set of issues relating to the supply chain of commodities in Zambia.
- f. **Supervision Exercised:** This position will supervise up to two USAID/Zambia staff members.
- g. **Time Requirement to Perform Full Range of Duties:** One year.

## **TERMS OF APPOINTMENT**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

## **BENEFITS**

The position has been classified at an FSN-12 level. The actual salary of the successful candidate will be negotiated within that range depending on qualifications and previous earnings history.

## **APPLYING**

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degrees;
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>; and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

## **SUBMIT ALL APPLICATION MATERIALS TO:**

**[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov)** (E-mailed applications required.)

The email subject heading ***must*** read:

**Senior Supply Chain Management Advisor, AID-001-15**

**NOTE: Only short listed candidates will be contacted.**