

## **Position Description**

### **Development Program Specialist- Supply Chain Management FSN-11 Health and Education Office, USAID/Nepal**

#### **BASIC FUNCTION OF POSITION**

As a senior-level development professional in USAID/Nepal's Office of Health and Education (HEO), the Supply Chain Management (SCM) Advisor leads efforts to expand access to and improve the quality of quality health commodities, medicines and family planning methods in Nepal. The incumbent reports to the Deputy Director for Health, and works closely with senior management and technical staff in HEO. The SCM Advisor serves in a senior-level capacity with a minimal level of supervision providing strategic direction and management of technical, programmatic and administrative in overseeing activities under the social marketing and logistics system improvement program. The SCM Advisor manages a \$2.2 million (M) portfolio of bilateral projects/activities in health supply chain and logistics and serves as Activity Manager for field support activities worth an estimated \$16M. The SCM Advisor will also support the annual \$40 million HEO health portfolio. The SCM Advisor works with other bilateral/multilateral agencies, the Government of Nepal and civil society entities in developing and implementing policies and programs based on best practices and innovations in health logistics and supply chain. The SCM Advisor works with the Ministry of Health (MOH), Department of Health Services (DOHS) and in particular with the Logistics Management Division (LMD), the Family Health Division (FHD), the Child Health Division (CHD), and the National Center for AIDS/Sexually Transmitted Disease Control (NCASC). Representing the U.S. Government, the incumbent leads national technical working groups for the health supply chain and logistics and builds alliances with other External Development Partners (EDPs).

#### **MAJOR DUTIES AND RESPONSIBILITIES % OF TIME**

1. 65% Time: Provides technical, programmatic and administrative management of key components of USAID/Nepal's health portfolio as well as support USAID's supply chain management activities.
  - a) Manages (as Contracting Officer's Representative) the five-year, \$2.2 million Health for Life Logistics activity (December 2013-2018). The SCMA will provide country level technical and programmatic oversight by reviewing implementing partner annual work plans, monitoring and evaluation plans, semi-annual and annual progress reports, and ensuring appropriate technical approach and content. The SCMA will also provide technical guidance during program implementation.
  - b) As the Activity Manager for the five-year, \$6 million (Life of Project) buy-in to the Global Health Supply Chain-Procurement and Supplies Management award, provide country level technical and programmatic support to the AOR in Washington, DC by reviewing implementing partner annual work plans, monitoring and evaluation plans, semi-annual and annual progress reports, and ensuring appropriate technical approach and content. The SCM Advisor will provide technical guidance during program implementation.
  - c) As the Activity Manager for the five-year, \$5 million (Life of Project) buy-in to the Central Contraceptive Procurement award, provide country level technical and

programmatic support to the AOR in Washington, DC by reviewing implementing partner annual work plans, monitoring and evaluation plans, semi-annual and annual progress reports, and ensuring appropriate technical approach and content. The SCM Advisor will provide technical guidance during program implementation.

- d) Serves as an Agreement Officer's Representative (AOR), COR or Activity Manager for other health programs as needed.
  - e) Monitors multiple implementing partner staff on compliance with the U.S. Government's legal/policy requirements, global changes in best practices and national quality standards on health logistics and supply chain management.
  - f) Prepares resource requests, strategy documents and reports for Washington.
  - g) Establishes and leads integrated project/activity management groups for health supply chain management.
  - h) Coordinates field trips to project/activity sites for visitors.
2. 20% Time: Ensures coordination and synergy of supply chain management activities with other USAID/Nepal health and education activities and other related activities supported by other donor partners:
- a) Participates as a USAID/Nepal representative in technical, programmatic and policy development meetings with the MOH, donors, other USAID implementing partners, and non-governmental organizations.
  - b) Ensures technical and programmatic synergy between USAID supply chain management activities and the other governmental and non-governmental health logistics activities by facilitating exchange of technical information and identifying opportunities for partnership on technical and programmatic activities.
  - c) Participates in supply chain management-related donor meetings with MOH as a senior-level USAID/Nepal representative.
  - d) Coordinates and organizes consultation meetings and technical meetings with GON and relevant donors in planning, implementation and evaluation of health logistics and supply chain management programs.
  - e) Provides expert-level advice to the MOH and donor partners regarding health logistics-related activities and investments.
3. 15% Time: Serves as a senior-level professional member of the USAID/Nepal Health and Education Team:
- a) Participates in regular weekly technical team meetings, health office meetings, health logistics meetings, and other USAID/Nepal routine mission-wide meetings.
  - b) Provides technical and programmatic input and participates in planning and presentation of the annual portfolio review to USAID/Nepal senior management and the Government of Nepal.
  - c) Participates in the preparation of sites for high level delegations.
  - d) Coordinates and communicates regularly with other members of the Health and Education Office and other USAID/Nepal staff on administrative, technical, programmatic and policy issues related to health logistics, procurement, drug quality and supply chain management.
  - e) Writes drafts and edit final versions of all necessary technical and scientific reports and presentations.
  - f) Coordinates and edits materials and reports related to health logistics and supply chain for USAID/Nepal briefings and presentations.

- g) Provides support in fiscally monitoring of activities in close cooperation with USAID's Office of Controller (OC) and advises program supervisors of MOH, contractor and grantee program financial status routinely and as requested.
- h) Assists in reviewing contractor and grantees' financial reports for compliance with USAID requirements and procedures.
- i) Assists in preparing Health and Education Office financial management documentation in areas of program responsibility, with input from responsible technical and finance staff. Assists in preparing Implementation Letters for commitment of USAID funds. Assists OC and Contracts Office in closing out unspent/unliquidated balances as necessary. Back stop for GLAAS actions.
- j) Other duties as assigned.

#### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

- a) **Education:** A University degree in social or behavioral sciences, health, public health, or other relevant fields required. A Master's degree in public health or similar field is highly desirable.
- b) **Prior Work Experience:** A minimum of five years of prior mid-level experience in the field of public health is required; prior work experience with USAID or another international agency is desired. Experience managing programs, including fiscal management is required.
- c) **Post Entry Training:** COR/AOR Training and other relevant USAID training.
- d) **Language Proficiency (10):** Level IV (fluent) in English and Nepali is required.
- e) **Job Knowledge:** Working knowledge of technical and programmatic supply chain/health logistics, HIV/AIDS, child and reproductive health issues in Nepal and the approaches to address them through public/private sector partnerships and social marketing is required. Knowledge of evaluation methods, both quantitative and qualitative is required.
- f) **Skills and Abilities:** Must possess the ability to establish and maintain effective working relationships with USAID, USAID implementing partners, central and district level GON and nongovernmental organization counterparts. Must possess high quality analytical skills and the ability to assess ongoing public health interventions to evaluate their efficacy and efficiency. Ability to communicate effectively, both orally and in writing is essential. Word-processing and computer skills are required. Excellent interpersonal skills and an ability to work in a team environment.

#### **POSITION ELEMENTS:**

- a. **Supervision Received:** The Incumbent reports directly to the Deputy Director for Health
- b. **Supervision Exercised:** The position does not have direct supervisory responsibilities on a routine basis. However, the incumbent is responsible for periodic supervision of support staff as they carry out assigned tasks related to annual inventory reports and end-use checks of all HFP program-funded assets, all Health for Life Logistics activities, particularly of official

correspondence with the government officials, VAT letters, annual inventory and routine commodity logistics (e.g. shipping, customs) documents.

- c. **Available Guidelines:** The Incumbent requires technical and programmatic knowledge of health logistics-related activities, challenges and opportunities in Nepal.
- d. **Exercise of Judgment:** The Incumbent requires the ability to independently exercise sound and logical judgment, with minimal supervision and oversight.
- e. **Authority to Make Commitments:** The position is the COR for the Health for Life Logistics component of the health portfolio, and therefore, when in this role, has the responsibility and authority to make commitments on behalf of the U.S. Government as it relates to procurement administration of this bilateral agreement.
- f. **Nature, Level and Purpose of Contacts:** The position acts as liaison with the MOH, other health sector donors particularly those involved in social marketing, commodity security and logistics, which include the United Nations Population Fund (UNFP A), the United Nations HIV/AIDS Joint Coordination Office (UNAIDS), the Global Fund for AIDS, TB and Malaria Management Support Agency (GF A TM-MSA), the German Development Bank (KfW), and other implementing partners operating under bilateral or field support mechanisms.
- g. **Time Expected to Reach Full Performance Level:** One year to receive required USAID training and learn that duties of the position.