



Supply Chain Advisor Job Announcement No. AID-010-20

OPEN TO: All interested candidates

POSITION: Supply Chain Advisor

OPENING DATE: September 11, 2020

CLOSING DATE: October 11, 2020

WORK HOURS: Full-time; 40 hours/week

SALARY RANGE: FSN 11 - (ZMK 486,490.50 p.a. - ZMK 761,723.29 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of the **Supply Chain Advisor**.

BASIC FUNCTION:

Commodity security and supply chain management is an integral part of the USAID/Zambia Health Portfolio, expending approximately \$100 million/year on medicines and supply chain management systems, this area represents a significant United States Government (USG) commitment to deliver quality medicines where they are needed in the right place, at the right time, and in the right quantity nationwide. It also constitutes the backbone for health service delivery in Zambia.

The Supply Chain (SC) Advisor, under the guidance of the Senior Supply Chain (SSC) Advisor, will provide technical support to the Health Office's procurement and logistics systems strengthening activities for all USG-supported commodity areas. The incumbent has technical and programmatic expertise for planning, managing, and reporting on all supply chain management activities of the USAID Health Office. The incumbent provides guidance and technical support to USAID, the interagency USG Mission in Zambia, the Government of the Republic of Zambia (GRZ), USAID/Zambia implementing partners, technical counterparts and other donor agencies in the design, implementation, coordination, monitoring and evaluation of Zambia's supply chain management of health commodities.

MAJOR DUTIES AND RESPONSIBILITIES

I. Provides technical and managerial expertise, strategic direction, and coordination to the U.S. Government (USG), Government of Zambia (GRZ) counterparts, donors, and USG implementing partners on all aspects related to quantification, forecasting, planning, procurement and supply chain management of health commodities.

30%

- Provides technical support to the Health Office's supply chain management activities, including planning, defining indicators, and setting ambitious yet attainable targets
- Participates in appropriate technical working groups (TWGs) to spearhead supply chain components that will enhance appropriate budgeting for commodities and setting of availability time frames under PEPFAR, PMI, and other USG initiatives/endeavors.
- Links supply chain activities to the respective USAID Development Objectives and Intermediate Results.
- Supports the GRZ commodity working groups for the coordination of forecasting, quantification, and procurement of ARVs, essential medicines and medical supplies, including sexually transmitted infection (STI) commodities. Acts in a timely manner to avoid shortage of stocks, in collaboration with GRZ, USG, donors, and implementing partners.
- Analyzes logistics information and uses data for decision making.
- Along with the SSC Advisor, provides strong support to the GRZ on activities related to procurement and strengthening of supply chain management systems with Medical Stores Limited (MSL)/Zambia Medicines and Medical Supplies Agency (ZAMMSA), including all aspects of health commodity accountability, transparency and efficiency.
- Works closely with the GRZ to ensure prompt approval and timely delivery of medicines, medical supplies and health commodities.
- Facilitates joint annual reviews of activities and data quality assessments of indicators to ensure data integrity, reliability, and accuracy.
- Increases awareness among various USG agencies on incorporating supply chain management activities during program design, implementation and planning

2. Serves as Activity Manager for field support projects or Agreement/Contracting Officer's Representative (A/COR) for bilateral awards supporting supply chain management systems, ensuring that work plans are in accordance with USG, MOH and MSL/ZAMMSA strategies, and the National Health Strategic Plan.

30%

- Provides technical, managerial and programmatic guidance to implementing partners.
- Reviews and approves annual work plans and budgets.
- Monitors pipelines, accruals and burn rates.
- Makes recommendations for incremental funding.
- Drafts necessary program action documents.
- Coordinates, prepares and provides necessary information for USAID reporting and other program dissemination efforts.
- Employs strategic and evidence-based approaches that justify the use of USG resources.
- Conducts regular site visits to ensure prudent use of USG resources and to verify activity results.
- Ensures effective interventions to maximize development impacts in supply chain activities.

3. Supports coordination with USG, GRZ, donors and other partners, emphasizing commodity security for ARVs, essential medicines and medical supplies, including STIs commodity management. 20%

- Supports the SSC Advisor to 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.
- Provides technical and programmatic expertise to the Global Fund, national TWGs, and representation on the Health Cooperating Partners Group, when requested.
- Participates actively in the development/revisions of national strategies (e.g. National Supply Chain Strategy; Commodity Security Strategies for various product areas; and National Health Strategic Plan, and related documents that have implications for supply chain management).
- Participates in drafting and implementation of memoranda of understanding (MOUs) related to commodity accountability and formulation of risk mitigation plans.

4. Ensures the adequate monitoring and evaluation (M&E) of 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. 20%

- Conducts quarterly site visits to ascertain program implementation by partners.
- Reports to USG on the impact of the interventions and contributions to the Country Development Cooperation Strategy (CDCS).
Works closely with other partners in promoting common indicators for supply chain activities.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** Master's degree in public health or related field is required.
2. **Prior Work Experience:** A minimum of five years of experience in supply chain management is required.
3. **Post Entry Training:** The Job holder will need COR/AOR training. Through on-the-job training (formal, informal and self-taught), the Supply Chain Advisor will become familiar with USAID systems and requirements of the overall Health portfolio. Other trainings will include USAID Global Acquisition and Assistance System (GLAAS), USAID Agency Secure Image and Storage Tracking (ASIST), record-keeping and management, Introduction to the Program Cycle (IPC), Activity Design (AD), and Project Design (PD).
4. **Language Proficiency:** English level IV (fluent) proficiency is required. The incumbent must have the ability to present information, analysis and make recommendation in clear written and oral format.
5. **Job Knowledge:** A thorough knowledge of the concepts, principles, techniques and practices of the assigned professional field of specialization is required, in addition to the ability to coordinate with HIV, TB, Malaria, Maternal and Child Care, and Family Planning programs and stakeholders.

6. Skills and Abilities:

- Ability to establish/maintain an extensive range of contacts with ministerial and host government officials and influential persons in the private sector is required in order to represent USAID and USG development policies and programs and explain/interpret host-country attitudes.
- Ability to work with donors and GRZ counterparts in a collaborative manner.

- Demonstrated ability to communicate (orally and in writing) and work effectively as part of multi-sectoral and multidisciplinary teams.
- Demonstrated ability and willingness to carry out administrative, performance reporting, and financial procedures with multiple inputs from a wide range of partners.
- Proficiency in computer packages (e.g. Word, Excel, PowerPoint) relevant to the work.
- Strong initiative and self-motivation are required, with a commitment to teamwork.
- Strong representational and interpersonal skills.

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 is classified at FSN-II level. The final 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 <https://eforms.state.gov/Forms/ds174.pdf>); and
5. Contact information for at least three professional references.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading **must** read either of the following (the location of the position must be clear):

Application: Supply Chain Advisor, AID-010-20

Only short-listed candidates will be contacted.