

TA Requisition/TOR Form

(FOR Temporary Appointments)



UNICEF Cameroon: Yaounde

Job Title and Level: Immunization Officer (Vaccine Management & Cold Chain), NOA (Temporary Appointment)

Section: Health and HIV

Duration: 364 days

Duty Station: Yaounde, Cameroon

1. Context

In Cameroon, UNICEF plays a pivotal role as a strategic partner of the Ministry of Health and the Expanded Programme on Immunization (EPI). Through its Supply Division and Procurement Services (PS), UNICEF supports the government in sourcing quality-assured vaccines, immunization devices, cold chain equipment, and transport materials. As a core Gavi partner, UNICEF contributes to every stage of the immunization supply chain, from global procurement to last-mile delivery, ensuring that vaccines reach health facilities safely and efficiently. Beyond vaccines, partners such as WHO, CHAI, Africa CDC, the UPS Foundation complement, UNICEF's work by strengthening distribution systems and logistics capacity.

By the 2025 last quarter, the country's cold chain system includes 3,304 pieces of equipment, notably 42 cold rooms, 4 UCC freezers, 3,066 vaccine refrigerators, and 182 freezers for ice-pack recycling. A total of 3,117 PQS-approved refrigerators are deployed across regions, districts, and health facilities. Currently, 51% of FOSA have PQS refrigerators, a proportion expected to rise to 80% with the addition of the newly acquired 1,800 CCEOP units.

UNICEF support the management of procurement and delivery of vaccines to points of entry, after which distribution operates through a PUSH system to regions and districts, while health facilities obtain vaccines through PULL mechanisms. Waste management capacity includes 35 functional incinerators, with additional units under installation. Since 2024, all regions are equipped with refrigerated pickup trucks to strengthen vaccine distribution.

Despite significant investments, several challenges persist: inadequate temperature monitoring in cold rooms, weak stock management at intermediate and operational levels, discrepancies between SMT data and physical inventories, poor quantification practices, lack of a system for monitoring vaccine losses, and insufficient maintenance of cold chain equipment.

The 2025 EVM assessment reported a 75% composite score (under the objective of 80%), lower than the 2019 performance, with district and facility levels performing below expectations. A 2020–2025 improvement plan focuses on supply chain redesign, cold chain equipment, temperature monitoring, distribution systems, human resources, data management, and waste management.

Immunization coverage is in progress with DPT3 coverage at 89% at the end of 2025. This remains fragile. In 2022, an estimated 166,118 children in Cameroon received no vaccine doses, and 253,220 were under-immunized, and increase compared to COVID-19 pre-pandemic levels. To support recovery, Gavi allocated over 4 million doses of key antigens (IPV, MR, PCV-13, Rota, Yellow Fever, Pentavalent, and bOPV) for 2024. UNICEF's role includes not only procurement support but also ensuring these vaccines are properly managed, stored, and distributed through a functioning cold chain.

Accurately tracking vaccine doses during catch-up efforts is difficult because multiple age groups (for routine and catch-up) use the same open vials. Despite updated reporting tools, clearer guidance is needed. Cameroon conducted PIRI rounds in 2024–2025, with UNICEF ensuring proper vaccine supply planning, cold chain readiness, and logistics for each planned vaccination round.

Within this context, the Immunization Supply Chain Officer plays a critical leadership role. The officer ensures timely mobilization of immunization commodities through UNICEF Procurement Services, strengthens cold chain systems, supports vaccine forecasting and stock management, and contributes to monitoring and evaluation of the supply chain. These functions are essential for achieving national immunization goals and ensuring that every child in Cameroon, especially the most vulnerable, receives lifesaving vaccines.

2. Purpose of Assignment & Justification:

The overall objective is to ensure the timely availability of vaccines and immunization supplies (of adequate quantity and quality), from regional stores to district health stores and ultimately to service delivery points, for both routine immunization and supplementary immunization activities. Ensure the reconciliation of vaccine stocks used during the Big Catch-up.

Under the direct supervision of the Immunization Specialist, in close collaboration with the Cold Chain Specialist (CCL/VM – Polio) as well as the Supply and Cold Chain Specialist, the Immunization Officer will be responsible for the following:

1. Planning, Coordination and Monitoring of the Immunization Supply Chain

- Contribute to situation analyses, identification of bottlenecks, and development of corrective actions to strengthen the supply chain at national, regional, district and health facility levels.
- Support the effective functioning of logistics technical working groups to enhance governance, coordination, and oversight of the immunization supply chain at central and regional levels.
- Strengthen the capacity of health logisticians and warehouse managers at all levels in quantification, ordering, receiving, storage, and distribution of vaccines and immunization supplies in accordance with quality and safety requirements.
- Submit monthly quantitative vaccine and device stock reports across the three supply chain tiers to the regional office and HQ by the 8th of each month.
- Submit monthly qualitative stock status reports within the same deadline.
- Review and provide technical feedback on global monthly Thrive360 vaccine availability reports.

- Support forecasting and quantification processes, ensuring triangulation of stock, consumption, and coverage data, supplemented with accuracy verification.
- Support National Logistics Working Groups (NLWGs) in reporting into Thrive360 and assist country offices in monitoring supply chain KPIs.
- Represent UNICEF in national coordination forums including logistics group meetings, vaccine batch-release commissions, procurement platforms, and project management teams.
- Document best practices, lessons learned, and progress in supply chain strengthening initiatives.
- Coordinate and oversee field activities conducted by vaccine management and logistics consultants.

2. Cold Chain Management

- Coordinate regular updates of the national cold chain equipment inventory, including vehicles.
- Report on the availability, functionality, and maintenance status of cold chain equipment and ensure timely implementation of preventive and corrective maintenance.
- Monitor temperature-control systems and alerts across central, regional, and district stores, and recommend necessary corrective actions.
- Support the implementation and tracking of the GEV 2025 improvement plan.
- Oversee the installation and commissioning of refrigerators procured under the CCEOP.

3. Stock and Inventory Management

- Support the National EPI in strengthening vaccine quantification and forecasting, including planning and implementation of the annual national forecast.
- Provide technical support for monitoring vaccine shipments and verifying vaccine arrival reports.
- Contribute to cold chain capacity assessments to inform equipment needs and investment plans.
- Support regions and districts in preparing supply needs assessments and vaccine orders.
- Monitor receipt, storage, allocation, packaging, and distribution of vaccines and supplies in compliance with established standards.
- Track vaccine utilization, including wastage monitoring, in accordance with EPI policies and global standards.
- Ensure effective reverse logistics for vaccines and immunization supplies.
- Contribute to safe waste management practices associated with immunization activities.
- Provide technical support, as needed, for supply management related to other UNICEF priority programmes (Nutrition, WASH, HIV, etc.).
- Maintain up-to-date stock management tools (order forms, delivery notes, stock cards, registers, etc.) and ensure timely submission of digital databases (DHIS2, SMT, monthly stock reports, inventories, etc.).

4. Responsibilities under the Big Catch-Up (BCU)

In close collaboration with national, regional, and district EPI teams, the Immunization Officer will:

- Conduct a comprehensive inventory of doses received and used for reaching zero-dose and under-immunized children during BCU activities.
- Triangulate vaccine stock data with immunization coverage and service delivery data.
- Reconcile received, used, and remaining vaccine stocks.
- Assess vaccine and supply wastage associated with BCU implementation.
- Develop a consolidated monitoring report on BCU vaccine stock management.

3. Indicative assignment dates: 01st May 2026 –30 Apr 2027

4. Supervisor: Immunization Specialist (NOC)

6. Qualifications or specialized knowledge/experience/competencies required for the assignment:

Education:

- University degree in one of the disciplines relevant to the following areas: Social Sciences, Medicine, Health, Public Health, Family Health, Child Development, Nursing, or a field relevant to international development assistance in Immunization and Child Survival & Health Care.
- Strong understanding of the Expanded Programme on Immunization (EPI), especially vaccine management and cold chain systems for routine and campaign operations.

Work Experience:

- Minimum One year of relevant professional work experience. Field work experience. Experience in knowledge management. Training and experience in social welfare, or Immunization/ health care.
- Strongly recommended: Experience in EPI logistics (cold chain, vaccine management, waste management).
- Experience working in emergencies and developing country contexts.
- Experience working with UNICEF or other UN agencies is considered as an asset.

Specific Professional Experience

- Knowledge of vaccine forecasting tools and methodologies.
- Familiarity with cold chain equipment technologies, maintenance standards, and temperature monitoring systems.
- Ability to use monitoring dashboards and data visualization tools for decision-making.
- Understanding of procurement and supply planning processes for vaccines and related commodities.
- Strong analytical, organizational, and managerial skills.
- Proactive, alert, and able to use data to anticipate and flag potential issues.
- Excellent writing skills and ability to produce high-quality technical documents.
- Strong leadership, teamwork, and adult training capabilities.
- Proficiency in computer tools (Excel, Word, PowerPoint).
- Ability to maintain strong working relationships with partners.
- Ability to work effectively in rapidly evolving emergency contexts.

Language requirements

Fluency in French and proficiency in English is required. Knowledge of another official UN language or a local language is an asset

Core value

- Care

- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

7. Child Safeguarding

Is this position considered as "elevated risk role" from a child safeguarding perspective?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, number of hours: Choose an item.
Is this position a direct contact role? "Direct" means contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.: Choose an item.
Is this position dealing with child data?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos): Choose an item.
Is this position considered a safeguarding response role?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
(Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations))	
Is this position assessed as a risk role?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<u>Please refer to Guidance on Elevated Risk Roles</u>	