



**UNITED NATIONS CHILDREN'S FUND  
JOB PROFILE**

**I. Post Information**

Job Title: Cold Chain and Vaccine Management Specialist  
Supervisor Title/ Level: P4 Immunisation Specialist  
Organizational Unit: Health and Nutrition section  
Post Location: Phnom Penh, Cambodia

Job Level:L-3  
Job Profile No.:  
CCOG Code:  
Functional Code:  
Job Classification Level:

**II. Strategic office context and purpose for the job**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

**Strategic office context :**

The Government of Cambodia has recently decided to set-up and establish Ultra Cold Chain (UCC) capacity in the country for COVID-19 vaccines. In addition, Cambodia is eligible for CCEOP (Cold Chain Equipment Optimisation Plan) for strengthening nationwide the cold chain system for routine immunization. In this context, UNICEF will support the procurement, deployment and maintenance of cold chain equipment, including for new UCC, at central and decentralized levels, as well as ensuring training of national staff, timely forecast of vaccine, injection devices, equipment and other supplies. UNICEF will also support the Government in capacity building, data management and monitoring related to cold chain and logistics and vaccine management. Cambodia has done remarkably well in its vaccination roll-out of COVID-19 vaccines, where almost 85% of adults have been now fully vaccinated, making it one of the most vaccinated countries against COVID-19 in ASEAN and globally. As the Government plans for the future, with regards to vaccinating younger age (where 12-17 years old receiving at least one dose has already reached 85%) and boosters, the Government plans to strengthen and upgrade its cold chain systems and capacities across the country, for both COVID-19 and routine immunisation.

**Purpose for the job:**

The Cold Chain and Vaccine Management Specialist (L3) will provide dedicated technical expertise to support the implementation of the cold chain and vaccine management component of the country programme for both COVID-19 vaccination and routine immunisation, under the direct supervision of the P4 Immunisation Specialist. The Cold Chain and Vaccine Management Specialist is accountable for providing technical support to Ministry of Health in the planning, implementation, monitoring and evaluation of national and sub-national cold chain logistics operations and vaccine management for quality programme delivery and effective and efficient supply and logistics systems, to achieve the Government's and UNICEF's immunization goals and objectives of the country. In particular, the incumbent is expected to provide technical support in the establishment of new UCC capacities in the country, and supporting the implementing of the CCEOP (Cold Chain Equipment Optimization Plan) and EVM (Effective Vaccine Management) improvement plan in Cambodia.

### III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities.

1. Quality contributions are made to the development and implementation of the cold chain, vaccine management and logistics planning and approaches through participation and collaboration with internal and external partnership.
  - Responsible for cold chain logistics planning and costing through coordination with Supply/Operations/Programme Sections. Provides technical advice on cold chain logistics arrangements facilitating cost-effective efficient customs clearance, inventory management and distribution of supplies and equipment, in support of the programme implementation. Close liaison with global UCC helpdesk and focal points in Supply Division, PG Health and Regional office is expected to carry out the various functions, duties and tasks of this position.
  - Participates with UNICEF, Government, non-government organizations (NGOs) and other partners in the development of the immunization strategies and approaches. Ensures achievement of strategic results in line with agreed Annual and Country Programme objectives and adopts corrective action to meet programme/project objectives.
  - Develop and maintain partnership and collaborative relations with UNICEF, Government, UN, and bilateral counterparts in cold chain logistics activities including distribution, monitoring supply inputs, and inventory.
2. Work plan and objectives are strategically established, technical support is effectively provided, and planned results are timely delivered through exercise of strong technical leadership in supporting the National Immunization Programme with the establishment of new UCC capacities across the country and the roll-out of Cold Chain Equipment Optimization Plan (CCEOP) to support routine immunisation
  - The Cold Chain and Vaccine Management Specialist exercises technical leadership for, and participates in, the development and updating of detailed workplan, costing, planning tools, strategies, guidelines, training, data management and monitoring tools, and provides advice to management and stakeholders, partners to inform decisions. w-up of project activities, consistent with the defined project strategies and approaches. Ensures objectives and targets are timely met and achieved, through full coordination between activities, by working closely with a team of staff in Health, Supply departments and field offices.
  - Meets with national and international agencies overseeing the management of relevant programmes/projects. Participates in meetings with ministries responsible for programme/project review, and follows up on implementation of recommendations and agreements, and integration of gender mainstreaming across sectors.
3. Project implementation progress is monitored and evaluated for adjustment, acceleration and improvement of program delivery and sustainability.
  - Undertakes field visits to monitor programmes, as well as participates in periodic programme reviews with government counterparts and other partners. Identifies necessary action for programme adjustments. Support resource and fund utilization related to cold chain and vaccines. Provides technical advice and assistance to government officials and implementing partners in the planning and management of the Immunization programme and ensure sustainability of interventions.
  - Responsible for the safe custody of stocks of supplies and equipment awaiting distribution country-wide for projects. Maintains an up-to-date inventory/tracking system to monitor emergency input and action of UNICEF supplies. Co-ordinates on a regular basis with programme/ projects specialists to ensure the supplies and equipment are released to projects and to end users in a timely manner and report periodically to the Supply Officer and Chief of Operations and other section Chiefs of supplies that are not distributed in a timely manner.
  - Ensures the timely preparation of annual sector status reports in compliance with the established guidelines and procedures. Participates in the preparation of all programme reports for management, donors, budget reviews, programme analysis, and annual reports.
4. The capacities of Ministry of Health staff and UNICEF staff are strengthened through effective capacity building programme in the development, implementation and management of cold chain, including UCC, and vaccine management.
  - Provides technical support to government at the national and provincial levels in the planning, development and implementation stages of the programmes/projects. Identifies training needs; plans, organizes and conducts training and orientation activities for government personnel and beneficiaries, for the purpose of capacity building, sustainability of programme/projects and promotion/expansion of coverage of services
  - Plans and organizes a staff training/development programme to upgrade the capacity of the Country Office staff in the programme development, implementation and management of the Immunization Programme. Conducts relevant orientation, workshop, training and staff learning/development activities to assist the Government to roll-out UCC and CCEOP, complete the Operational Deployment Plan (ODP)

and implement, update the cold chain inventory, and establish and implement Cold Chain Hubs for regional Cold Chain Equipment (CCE) Maintenance where needed.

5. UNICEF and Government accountability is ensured for supply and non-supply assistance and disbursement of programme funds for the sector.
  - Coordinates with Operations and Supply staff on supply and non-supply assistance activities ensuring UNICEF and Government partner accountability. Certifies disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments. Monitors the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Submits financial status reports to management in compliance with the regulations and guidelines.
  - Establish and maintain a system of contact with customs and port/airport immigration authorities at national ports of entry on the clearance of UNICEF supplies, in keeping with established protocol. Ensures that the highest standards of security are maintained, and the warehouse facilities are MOSS compliant.
6. Effective partnership and collaboration achieved and maintained for advocacy, technical cooperation, programme coordination, information sharing and knowledge networking.
  - Coordinates activities and exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Participates in establishing effective monitoring, knowledge database/network and reporting systems to ensure the availability of current and accurate programme information/data and contributes to the development of communication materials and strategies to support advocacy and community participation for the Immunization Programme.
  - Maintains close working relationships to establish partnership and collaboration with external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate relevant data, exchange information on programme/project development and implementation. Ensures exchange of knowledge, information, experience and lessons learned.
7. Support strengthening of cold chain management information systems, including updated and new data management tools related to UCC. Support the MOH, National Immunization Programme in effective implementation of HMIS and relevant coverage assessments, surveys and evaluations for COVID-19 vaccination and routine immunisation.
  - Supports NIP and relevant partners to explore scale up and expansion of the cold chain information system (CCIS) as per the description in cold chain maintenance to also include tracking of the CCEOP implementation
  - Design and Implement a web-based Vaccine and Cold Chain Inventory System or explore integration of the cold chain inventory into the CCIS or HMIS or alternatively develop a web-based vaccine stock and cold chain management system including the CCE inventory (web-based system). Collaborate with M&E and T4D office colleagues to support Government in the development, design or upgrading of systems and tools for data management and monitoring using effective digital platforms.
  - In collaboration with monitoring and evaluation and program communication colleagues, conducts accurate and timely monitoring and data collection, and supports an integrated monitoring system.
  - Participates in major evaluation exercises, programme mid-term review, annual sector review and preview meetings. Analyses and evaluates data to ensure achievement of objectives and recommends corrective measures as appropriate.

#### **IV. Impact of Results**

- Integrity, standards and accountability monitored, administered and maintained by implementing sound, accurate supply/logistics management systems, procedures, documentation and accurate reporting.
- Professional assistance and training provided for capacity-building in order to enhance efficient, effective and timely delivery and of immunization cold chain supplies
- Effective procurement conducted to attain lowest costs
- Effective collaboration and partnership in supply/procurement/purchasing/logistics with internal and external counterparts developed and maintained through better coordination, communication and networking.

#### **V. Competencies and level of proficiency required**

##### **Core Values**

- Commitment

##### **Functional Competencies:**

- Applying Technical Expertise (II)

<ul style="list-style-type: none"> <li>• Diversity and inclusion</li> <li>• Integrity</li> </ul> <p><b><u>Core competencies</u></b></p> <ul style="list-style-type: none"> <li>• Nurtures, leads and manages people (1)</li> <li>• Demonstrates self awareness and ethical awareness (2)</li> <li>• Works collaboratively with others (2)</li> <li>• Builds and maintains partnerships (2)</li> <li>• Innovates and embraces change (2)</li> <li>• Thinks and acts strategically (2)</li> <li>• Drives to achieve impactful results (2)</li> <li>• Manages ambiguity and complexity (2)</li> </ul>	<ul style="list-style-type: none"> <li>• Following Instructions and Procedures (II)</li> <li>• Planning and Organising (II)</li> <li>• Analyzing (II)</li> <li>• Building trust (II)</li> <li>• Managing resources (II)</li> <li>• Communication (II)</li> </ul>
<b>VI. Recruitment Qualifications</b>	
Education:	Advanced university degree in Public Health, Immunisation, Supply Chain and Logistics, Child Health, Epidemiology or other relevant disciplines.
Experience:	Five years of professional work experience at the national and international levels in planning, programming, implementation monitoring and evaluation of health/immunization programmes with particular focus on cold chain management and EVM (Effective Vaccine Management). Developing country work experience. Direct experience on Ultra Cold Chain is an asset.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.