

TEMPORARY APPOINTMENT: Immunization Specialist (Vaccine Management)	
UNICEF Malawi is seeking to engage a temporary appointment to provide technical support and advice to the development, implementation, monitoring, evaluation and reporting of the Covid-19 Vaccination, Routine Immunization, Oral Polio Vaccination, and Immunization Supply Chain Programme	
Engagement contract	Temporary Appointment
Post Level	P3
Location	Lilongwe, Malawi
Duration	364 Days
Supervisor	Health Specialist – Community Health
Funding details	WBS: 2690/A0/06/021/002/024; Grant: SM219910
	Validity date: 31 December 2023

## 1. ORGANIZATIONAL CONTEXT

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 overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi’s efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-

2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

Timely and equitable immunization services are amongst the most cost-effective development interventions with sustained and long-term health and economic dividends for nations. And effective end-to-end vaccine stock management is at its core, ensuring life-saving vaccines are always available up to the last mile, coverage goals are met, and no child is left behind. However, each year, Malawi experiences one or more vaccine stock outs lasting for one month or more. By reviewing annual government reported supply chain indicators over the last five years, Malawi has seen an increase in the number of stock outs of at least one routine antigen from 20% in 2010 to 28% in 2020.

Sub-optimal stock management not only increases the operational and opportunity costs of vaccination but can also play a significant role in broadening inequities and stagnating demand, specifically affecting under-served, urban poor, insecure and hard-to-reach populations. UNICEF and WHO Joint Reporting Form (JRF) analysis indicate has indicated service interruptions due to stock outs in 2020.

The Government of Malawi has recently decided to set-up and establish Ultra Cold Chain (UCC) capacity in the country for COVID-19 vaccines. In addition, Malawi is eligible for Cold Chain Equipment Optimisation Plan (CCEOP) 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. Malawi has vaccinated only 12% of the target population for COVID-19 vaccination and now, with regards to vaccinating all 13.4 million Malawian and boosters, the Government plans to strengthen and upgrade its vaccine management and cold chain systems and capacities across the country, for COVID-19, Polio Supplementary Immunization Activities (SIA), Oral Cholera Vaccine (OCV) and Routine Immunization (RI).

## **2. PURPOSE OF THE JOB**

The Immunization Specialist (Vaccine Management) 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, Polio SIA, OCV and routine immunization. He/she is accountable for providing technical support to Ministry of Health (MOH) 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 to proactively address stock management (COVID-19, OPV, OCV and RI) challenges and ensure relevant national and subnational authorities have adequate capacity to receive, store, distribute and monitor the upcoming major surge in COVID-19, Oral Polio Vaccine (OPV), OCV vaccines. In addition, he/she will support in the establishment of new UCC capacities in the country and supporting the implementing of the CCEOP and EVM (Effective Vaccine Management) improvement plan in Malawi.

### 3. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Under the general guidance of the Health Specialist (Community Health) and in close collaboration with Immunization Manager & Cold Chain Officer (from the MOH), Government of Malawi, the Immunization Specialist- (Vaccine Management) will assist with the planning, monitoring and implementation of cold chain and vaccine management related activities for newer vaccine including COVID 19, OPV, OCV as outlined below:

#### 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.**

- a. Responsible for vaccine management and logistics planning and costing through coordination with Supply/Operations/Programme Sections. Provide technical advice on vaccine management and cold chain logistics arrangements facilitating cost-effective efficient customs clearance, inventory management and distribution of supplies and equipment, in support of the programme implementation. Be in close liaison with global UCC helpdesk and focal points in Supply Division and Regional Office throughout.
- b. Represent 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.
- c. Strengthen 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.
- d. Support disease outbreak responses (e.g cholera , monkey pox outbreak) and address vaccine hesitancy in collaboration with Emergency Specialist and C4D/ External Communication colleagues respectively.

#### 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 CCEOP to support RI.**

- a. Exercise technical leadership for, and participate in the development and updating of detailed workplans, costing, planning tools, strategies, guidelines, training, data management and monitoring tools, and provide advice to management, stakeholders and partners to inform decisions. Follow-up of programme activities, consistent with the defined project strategies and approaches. Ensure objectives and targets are timely met and achieved, through full coordination between activities, by working closely with the Health and Supply teams.

- 4

- a. Coordinate with Operations and Supply staff on supply and non-supply assistance activities ensuring UNICEF and Government partner accountability. Certify disbursements of funds, ensuring those activities are within established plans of action and programme budget allotments. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Submit financial status reports to management in compliance with the regulations and guidelines.
- b. 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. Ensure 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 management and networking.**

- a. Coordinate activities and exchanges information and knowledge with other programmes to contribute to achievement of overall country programme objectives. Participate 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.
- b. Maintain 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.  
Ensure the exchange of knowledge, information, experience, and lessons learned by developing knowledge management products, including success stories, process documentation, etc.

**7. Support strengthening of vaccine and 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 Health Management Information System (HMIS) including RapidPro implementation and relevant coverage assessments, surveys and evaluations for COVID-19, OPV vaccination and RI.**

- a. Support Ministry of Health 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.
- b. Facilitate the design and implementation of 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 Monitoring & Evaluation and Technology for Development (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.

- c. In collaboration with monitoring and evaluation and programme communication colleagues, conducts accurate and timely monitoring and data collection, and support an integrated monitoring system.

## 8. QUALIFICATIONS

### Education:

- Advanced university degree in Public Health, Immunization, Supply Chain and Logistics, Child Health, Epidemiology or other relevant disciplines.

### Experience:

- At least 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 Effective Vaccine Management.
- Direct experience on Ultra Cold Chain is an asset.
- Professional work experience in a technical expert position related to immunization supply chain is required.
- Proven experience in strategic negotiations and planning in multi-stakeholder settings is required.
- Experience and proficiency in reports development, research reports, and strategic notes articulation is required.
- Experience working in a developing country is considered as a strong asset.

### Expected technical knowledge and skills:

- Effective presenter including ability to adapt the message and visual aids for multiple audiences to deliver concise, impactful presentations.
- Knowledge of supply chain management and operations.
- Excellent analysis skills.

### Language:

- Fluency in English (written and verbal) is required.

## 9. COMPETENCIES

### Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

- Sustainability

### **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)
- Drives to achieve impactful results (1)

### **10. ENDORSEMENT OF TERMS OF REFERENCE:**

Function	Name	Signature	Date	Comment
<b>Prepared by</b>	Ghanshyam Sethy Health Specialist			
<b>Reviewed by</b>	Ronelle Sasser Human Resource Specialist			
	Fatima Gohar OIC, Section Chief			
<b>Endorsed by</b>	Gerrit Maritz Deputy Representative			
<b>Approved by</b>	Rudolf Schwenk Representative			