



## SPECIFIC JOB PROFILE

### I. Post Information

Job Title: Health Officer (Supply Chain Immunization)  
Supervisor Title/ Level: Immunization Specialist  
Organizational Unit: Health and Nutrition  
Post Location: Manila, Philippines

Job Level: NO 2  
Job Profile No.:  
Job Classification Level:

### II. Strategic Office Context and purpose for the job

The country's Universal Health Care law envisions a healthcare model that provides all Filipinos access to a comprehensive set of quality and cost-effective, promotive, preventive services prioritizing the needs of the population who cannot afford such services. The cornerstone of UHC is the Primary Health Care approach where immunization is one of the most important and vital components.

The Philippines remains far from achieving universal coverage for immunization services, which is mandated by the Mandatory Immunization Act (RA 10152) to cover children up to five years old, free of charge.

The country is among the **top five countries** with the highest number of unimmunized (zero-dose) children – 1 million. The low immunization coverage and the high number of zero-dose children make the country prone to **vaccine-preventable diseases** and **outbreaks**. The MR OPV campaign in 2023 has not reached the 95% target of eligible children. This poses a challenge for the health system to find innovative approaches to reach the missed children for the required vaccines to avoid any vaccine-preventable diseases and outbreaks in the country.

The decline in immunization coverage resulted in increasing cases of vaccine-preventable diseases like measles, diphtheria, and polio. The falling immunization rates and the alarming number of outbreaks must be treated as a public health emergency that needs urgent action.

The national immunization program has to address the many gaps in program implementation and one of the areas that sees a huge gap is the supply chain, especially planning, forecasting and procurement. In the Philippines, the influx of new vaccines and more in the pipeline has outstripped the capacity of the current supply chain.

Although the country procures its own vaccines and funding is available, stockouts still occur. The result of assessments done on the DOH's procurement process showed gaps in the areas of forecasting, tendering, unclear procurement mechanisms, delayed acceptance of Cost Estimates, and delayed transfer of payment with SD.

**Strategic office context :**

The Health Officer (Supply Chain) is to be based in a Country Office (CO) where the Health Program is a component of the Country Program. The Health Officer reports to the Immunization Specialist who is at NOC/L3 level.

**Purpose for the job:**

The Health Officer (Supply Chain) reports to the Immunization Specialist for supervision. The Health Officer provides professional technical, operational and administrative assistance throughout the programming process for the immunization programme within the Country Programme, from development planning to delivery of results, by preparing, executing, managing, and implementing a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, and evaluating and reporting of results.

The Health Officer In close collaboration with the Supply Unit of the Philippines Country Office supports vaccine procurement, including strategic expansion of new vaccines, and provides technical support to the government in monitoring and implementation of the National Immunization Program (NIP). The Health Officer plays a coordinating role between several stakeholders including UNICEF CO Health & Nutrition and Supply Section, UNICEF Supply Division, UNICEF RO/ HQ, WHO, government (DOH), and other partners. Provides technical expertise to the government in the overall management and improvement of the supply chain system and the NIP.

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

Summary of key functions/accountabilities:

1. Technical support to enhance planning, forecasting and procurement
2. Support logistics management and cold chain system
3. Support innovations, capacity building and evidence generation
4. Technical and operational support to immunization program implementation
5. Support in health emergencies and disaster response

**1. Technical support to enhance planning, forecasting, and procurement**

- Manages vaccines and immunization supplies forecasting activities in coordination with DOH technical staff, WHO, and other technical partners as well as UNICEF country office health and supply teams. Aims for zero stockouts by accurate forecasting while minimizing inventory costs due to overstocking.
- Provides technical support to DOH to ensure that supplies are procured and managed efficiently and effectively.
- Closely coordinates with UNICEF Procurement Services for any outstanding or future request from DOH on vaccine procurement while DOH is in the process of improving their capacities to procure vaccines
- Facilitates support through strengthening supply chain operations to the national systems providing UNICEF expertise and experience in forecasting, budgeting, vaccine procurement

**2. Technical assistance in logistics management and cold chain**

- Identifies areas of improvement in vaccine logistics operations and develops strategic remedies to optimize the vaccine supply chains management
- Undertakes field visits to the vaccine and dry storage stores to monitor the supply flow and provide recommendations for system improvement
- Provides technical support to DOH to ensure that supplies are procured and managed efficiently and effectively
- In close collaboration with the procurement assistant establishes and keeps quantitative and qualitative system performance metrics for the supply system
- Provides support in optimizing the vaccine supply chain from national to provincial levels, as well as exploring efficient coordination options with other programs

### **3. Support capacity building, innovations and evidence generation**

- Builds regional and country capacity in assuring vaccine security and increasing fiscal space.
- Supports capacity building of warehouse staff in vaccine inventory and stock management at the national and sub-national level
- In close collaboration with WHO, build the capacity of DOH in supply management and EPI-related issues and make efforts to guide DOH towards further steps to vaccine self-procurement.
- Participates in DOH-initiated activities, in coordination with WHO, that will build the capacities of Central Office Bids and Awards Committee (COBAC) and FDA on vaccine procurement processes, and conduct monitoring/follow-up visits to priority areas
- Support innovations in comprehensive vaccine inventory management and cold chain, applying the new innovative technologies
- Assists UNICEF CO and DOH in integrating maternal health, nutrition and immunization supply management

### **4. Technical and operational support to immunization program implementation**

- Provide technical and operational support throughout all stages of the immunization programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM), and monitoring and evaluation of results.
- Contribute to the development and establishment of the national immunization programme goals, objectives, strategies, and results-based planning through analysis of needs and areas for intervention and submission of recommendations for priority and goal setting
- Support DOH in the supply chain gap analysis, and urgent procurement of vaccines as and when needed
- Assists the DOH in the development and implementation of the CMYP (Comprehensive Multi-Year Plan for EPI) and provides technical advice on PS mechanisms.
- Participate in regular program reviews and annual planning
- Support implementation of the Effective Vaccine Management Assessment Improvement Plan and regularly monitor progress

### **5. Support in health emergencies and disaster response**

- Coordinates closely with health leads (WHO and DOH), to ensure that child rights to survival are respected and appropriately address in regular H&N program and during emergencies/disasters
- Provide technical assistance to national and sub-national partners geared towards institutionalizing disaster risk reduction initiatives resiliency of vaccines procurement and EPI programs
- Participates in assessments, strategic planning, procurement, coordinated implementation, information sharing and timely reporting and contributes to vaccine related emergency response and preparedness

### **Core Values attributes**

- Care
- Respect
- Integrity
- Trust
- Accountability

### **Core competencies skills**

Core Competencies (For Staff with Supervisory Responsibilities) \*

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

## **IV. Impact of Results**

The efficiency and efficacy of support provided by the Health Officer to program planning and implementation with special focus on the supply chain management will contribute to a strengthened health system and Primary Health Care. It will help facilitate the delivery of concrete and sustainable results that directly impact the improvement of the health of the most marginalized and vulnerable women and children in the country. This in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to continue to provide programme services to protect the rights of children, and to promote greater social equality to enable them to survive, develop and reach their full potential in society

## **VI. Recruitment Qualifications**

Education:	A university degree in Public Health/allied Health, Management, Engineering, Logistics, Procurement, Social Sciences, or related field
Experience:	Two (2) years of progressively responsible professional work experience in Immunization/Public Health programming/health supply/logistics.  Good technical knowledge on Expanded Programme on Immunization, supply chain and vaccine cold chain system  Ability to plan, coordinate and manage multiple activities and adjust to changing priorities

	Experience in health program/project development in a UN system agency or organization is an asset.
Language Requirements:	Fluency in English is required.
Technical	Supply Chain National Immunization Program

<b>VII. Signatures- Job Description Certification</b>		
Name: Carla A. Orozco Title: Supervisor	 Signature	15-07-2023 Date
Name: Malalay Ahmadzai Title: Section Chief	 Signature	16-07-2023 Date
Name: Isy Faingold Title: Dep. Rep. (P) OIC	 Signature	16-07-2023 Date
Name: Thomas Meyerer Title: Representative, OIC	 Signature	17-07-2023 Date