**TA HEALTH OFFICER (HEALTH SUPPLY) P2**

UNICEF works in some of the world’s toughest places, to reach the world’s most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

**For every child, *a safe home.***

UNICEF Malawi Country Programme (2019-2023) is aligned with the Government of Malawi’s Growth and Development Strategy (MDGS III) and the United Nations Development Assistance Framework (UNDAF). The programme supports the Government of Malawi to meet its commitment to respect, protect and fulfil children’s rights in line with international conventions and standards. The country programme is guided by the principles of children’s rights, equity, gender equality, inclusion and resilience, and supports evidence-based, integrative and innovative programming. The vision is that ‘all girls and boys in Malawi, especially the most disadvantaged and deprived, realize their rights’.  The programme focuses on: early childhood (parenting, high-impact social services, early stimulation and learning), middle childhood and adolescence (learning, multi-sectoral services, active citizenship), communities (decentralized services and systems, community ownership, social norms), programme effectiveness (monitoring, evaluation, HACT, Innovation, Social Protection and Social Policy and External Communication.  The programme is based on ‘leaving no child behind’, realizing ‘rights for all children in Malawi’.

UNICEF envisions health systems that reliably deliver integrated service packages for children, adolescents and reproductive age women, focusing on health, nutrition, WASH and HIV. A strong health system also facilitates child protection services, is linked to social protection and social welfare initiatives and the education sector, particularly for alleviating poverty, improving health literacy, screening and ensuring early child development (ECD).

**How can you make a difference?**

Under the direct technical supervision of the Chief of Health and functional supervision of the Supply and Procurement Manager, the incumbent of this post will support the Government of Malawi to build their capacity for strategy development, planning and budgeting and coordination with other stakeholders to strengthen systems that improve the quality of care for women and children. This will include the technical support for strengthening of supply systems, management of equipment and supplies of a complex nature with significant impact on programme delivery, services, supply and logistics, processes and systems, requiring advanced professional technical mastery and expertise in support of operations and programme objectives. This requires coordinated functions with Supply Section, UNICEF Supply Division in Copenhagen Denmark and Ministry of Health.

S/he will support the county health management teams (CHMTs) by building their capacity for strategy development, planning and budgeting and coordinate with the county health department to strengthen health supply system support for improved quality of care at health facilities and in the community.

**Summary of key functions/accountabilities:**

1. **PROCUREMENT MANAGEMENT SYSTEM**

* In coordination with relevant program officers, develops procurement component of the health section plan.
* Participate in the Country Programme strategy planning reviews to advice on procurement requirements for the health Work Plans.
* Provide technical advice to Government counterparts on budgeting and procurement planning to ensure cost-effective efficient management of supplies
* Contribute to budget management activities including monthly budget reviews, quarterly phased budgeting and procurement planning to ensure progress of program spend is tracked and remedial actions related to areas of work within the role followed up.
* Working in collaboration with relevant units of the Supply Section (Logistics, Contract Management) and the Supply Division in Copenhagen on shipping policies.  Interprets and advises the health section on policies and procedures impacting on procurement & delivery of supplies for routine program and emergency response.
* Ensure preparation of the status reports as required by programs for donor reports, budget reviews, programme analysis, annual reports, appeals, etc.
* Support CMST in securing an enhanced ERP system which will result in enhanced visibility particularly stock management in CMST which will culminate into improved donor confidence in the inventory management processes of CMST, which has dwindled over the years due to extenuating circumstances.

1. **SYSTEM STRENGTHENING – CAPACITY BUILDING**

* At district level, improving health managers’ capacity for evidence-based planning, budgeting, supervision and monitoring of priority interventions on supply system for children and women; integration with community-based systems; coordination with other sectors (nutrition, HIV, WASH, child protection, education etc.); and efforts to formalize contingency planning and emergency response capacity.
* Promote integrated service delivery across the continuum of care through the health system, particularly the integration of health, HIV, nutrition, ECD and WASH into the health system both at facility and community.
* Strengthen collaboration and communication on Health Systems Strengthening work between the health and nutrition teams.
* Coordinate and maintain strong partnerships with other actors in health and nutrition at county, sub-county and community levels.
* Support MoH to establish national and district score cards for performance monitoring and the implementation of the Health Supply chain management.
* Support introduction of innovative technologies for health supply system, strengthening of supply chain management information systems such as the electronic Logistics Management Information Systems for Malawi and digital end mile tracking of health commodities – working closely with partners to set up the eLMIS system for Malawi and push for the inclusion of nutrition commodities in the national LMIS forms to ensure enhanced reporting.

1. **TIMELY PROCUREMENT OF DRUGS/NUTRITION SUPPLIES (PROCUREMENT SERVICES)**

* Provide support and guidance to ensure that government/partners requests for procurement services are clear and complete with the required details, including distribution plan and schedules. Ensure government agreements/MOUs, including for any amendments (in quantity or type of supplies) that may come in process, is always obtained in written for all procurements.
* In procurement of drugs on behalf of the Government ensure that each drug brought into Malawi needs to be registered by the Malawi regulatory authority (unless the Government authorizes an exception in writing). In addition, ensures that all pharmaceuticals received have a Certificate of Analysis for each batch supplied.
* Procurement services support with Supply Division on behalf of the Health Sections (MoH, NGOs and other partners such as DFID & the World Bank – including contract management for health for other health commodities).

1. **CAPACITY BUILDING**

* Organize trainings for project staff and MOH staff on health supply system strengthening, including supporting training of health managers (District level) on use of DHIS and interpretation of M&E data for decision making for efficient supply chain management both at facility and community level.
* Provide advice and support to the Country Office and Government on proper delivery and utilization of UNICEF supplies and equipment.
* Develop and implement Health System Strengthening training needs, assist in defining training needs, develop strategies to achieve targets and coordinate training activities.
* Support training in supply chain logistics to key district health personnel at district level during field visits. Training on Supply Chain Management of medical commodities with special emphasis on handling nutrition commodities. We will use in-house support from the UNICEF Supply Division – Supply Chain & Strengthening team to provide with the training with support from the MCO.

1. **PARTNERSHIP**

* Develop and maintain partnership and collaborative relations with Government, UN, and bilateral counterparts in system strengthening activities.
* Inform Programs of slow moving inventory, upcoming field distributions or deliveries, incoming materials and quality issues to ensure maximum use of available transportation.
* Taking a leading role in the Drugs & Medical Supplies Technical Working Group – at the moment UNICEF is providing the Secretariat services. also attend Malaria Task force, Sub-TWG for Community Health to contribute to the supply chain landscape for iCCM/ community health.

**To qualify as an advocate for every child you will have**

* A university degree in Pharmacy, Pharmaceutical Management, Business Administration, Management, Supply Chain Management, Procurement, Logistics or a directly-related technical field(s) is required.
* A minimum of two years of relevant experience, at the national and/or international levels, in programme planning, management, monitoring and evaluation, supply, logistics and/or procurement, purchasing and contracting, particularly within the pharmaceutical and supply management systems is required.
* A valid professional certification (CSCP; SCCM; CPSM; SCMP; etc.) from an accredited supply management institution is considered an asset.
* Previous work experience in the Health Sector-Wide Approach to Programming or Planning (SWAP) framework and arrangements for procurement services and health supply system is highly desired.
* Previous hands-on experience liaising with major donors involved in procurement and, especially relative to the provision of technical support and to effectively represent the organization in related technical working groups will be considered a strong asset.
* Previous work experience in emergency duty station is considered an asset.
* Fluency in English and local working language is essential.

**For every Child, you demonstrate**

UNICEF’s core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

The functional competencies required for this post are:

* Leading and Supervising [II]
* Formulating Strategies and Concepts [II]
* Analyzing [II]
* Relating and Networking [II]
* Persuading and Influencing [II]
* Creating and Innovating [II]

View our competency framework at:

<http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf>

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

*“UNICEF has a zero-tolerance policy on sexual exploitation and abuse, and on any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.”*

**Remarks:**

Mobility is a condition of international professional employment with UNICEF and an underlying premise of the international civil service.

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.