

Terms of Reference, Health Officer (Supply Chain) (Temporary Appointment, 364 days)

Title & Level	Health Officer (Supply Chain) TA— Level 2
Location	Freetown – Sierra Leone
Duration	364 days
Reporting to	Health Specialist, Supply Chain Systems Strengthening
Budget Code/PBA No	
Project and activity codes	

I. BACKGROUND

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. 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. UNICEF and cooperating partners and stakeholders work to secure the rights of each child and the surrounding families, communities, and nations.

II. PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

UNICEF Sierra Leone's Health and Nutrition portfolio has always had a significant supply component that has expanded further by the ongoing COVID-19 pandemic which has brought to the fore demand for new products and increased the need for other previously low-demand commodities. As a part of regular development programming, UNICEF procures various health and nutrition supplies such as vaccines, cold chain equipment, nutrition therapeutic supplies, and the country's Free Health Care (FHC) medicines and hospital supplies. UNICEF's support to the ongoing COVID-19 emergency preparedness and response includes the setting-up of oxygen plants; procurement of infection prevention and control (IPC) supplies, personal protective equipment (PPE), medicines, laboratory diagnostics, medical and nutrition supplies, and equipment to meet most of the national needs, as well as provision of technical support to the medical logistics pillar in terms of supply forecasting, elaboration of material specifications, coordination and resource mobilization.

With its major role in procurement of these medical commodities and equipment, UNICEF has a strong comparative advantage and interest to contribute toward supply chain systems strengthening, which has transformative effects in enhancing performance of the health sector. As such, improving procurement and supply chain management of health and nutrition commodities is a priority for UNICEF Sierra Leone Country Office's health system strengthening support.

The Supply Chain Officer reports to the Health Specialist (Supply chain systems strengthening) for supervision. He provides support to the management of the supply chain component of UNICEF Sierra Leone's Health and Nutrition Portfolio including technical assistance in health and nutrition supply chain system strengthening initiatives.

Job organizational context:

Cognisant of its important and growing role in the procurement of medical commodities and equipment used in development programs and humanitarian interventions for children and other vulnerable populations and/or as the procurement agency of choice in Sierra Leone, it is imperative that UNICEF ensures efficient and cost-effective procurement and optimal availability through strengthened quantification and supply planning, pipeline monitoring, warehousing and distribution and end-use monitoring. A key pre-requisite is establishment and maintenance of a strong partnership with the Government and collaboration with donors, partners, and other stakeholders. In addition, strengthening health supply chain systems is a priority given its criticality in ensuring sustainability of the gains made with equity considerations as well as helping build systems resilience hence the ability to adequately respond to routine and emerging needs, health emergencies and crises.

Purpose for the job:

The Health Officer (Supply Chain) reports to the Health specialist (Supply chain systems strengthening) and works closely with the Supply and logistics section. He provides support to the management of the supply chain component of UNICEF Sierra Leone's Health and Nutrition portfolio including technical assistance for health and nutrition supply chain systems strengthening initiatives. Specifically, the Health Officer provides technical, operational, and administrative assistance for health supply chain to facilitate program development, planning and management, implementation, progress monitoring and reporting of results. Critical duties for the health officer include supporting supply planning and supporting tracking and monitoring of orders and deliveries (including quantification and provision of technical specifications of pharmaceutical and medical equipment); supporting distribution activities including coordination with health facilities and site readiness assessment; and end-user monitoring for accountability including rationale use of medicines. The supply chain officer also assists the health specialist, supply chain systems strengthening, in providing technical assistance to the Ministry of Health and Sanitation (MoHS) to strengthen key supply chain functions such as forecasting and supply planning, inventory management, warehouse and distribution and use of data for decision-making as per identified needs.

III. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

- 1. Support to programme development and planning.**
- 2. Programme management, monitoring, and delivery of results.**
- 3. Technical and operational support to programme implementation.**
- 4. Networking and partnership building.**
- 5. Innovation, knowledge management and capacity building.**

1. Support to programme development and planning

- Provide technical and operational support throughout all stages of programming processes for health and nutrition supply chain interventions by executing and administering required programme tasks and transactions; supporting acquisition, analysis, and compilation of supply chain data; and preparing required materials and documentations to support overall programme development and planning.
- Participate in strategic programme discussions on the planning of health and nutrition programmes with special focus on the supply chain component and supply chain systems strengthening
- Work collaboratively with Government counterparts, partners, and other stakeholders securing their involvement in program development, work planning, and preparation for implementation of the supply chain components of Health and Nutrition programmes
- Support supply planning and distribution of essential medicines and commodities procured by UNICEF Sierra Leone through better coordination and communication within health/nutrition and with Supply Section.

2. Programme management, monitoring, and delivery of results

- Provide technical and operational support for Free Health Care (FHC), programmatic and other donor-funded UNICEF-implemented procurements of health and nutrition commodities, distribution and monitoring as well as strengthening the health supply chain
- Support tracking, documentation and reporting on FHC and other commodities procured through UNICEF including reconciliation and resolution of discrepancies and end-user monitoring activities
- Support the provision and verification of product specifications for cost-effective, efficient, and timely procurement and distribution of FHC and other health and nutrition supplies in support of the country programme implementation.
- Work closely and collaboratively with colleagues and partners to discuss operational and implementation issues, provide solutions, recommendations, and/or alert appropriate officials and stakeholders for higher-level intervention and decisions.

- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes and to report on required action/interventions at the higher level of programme management.
- Support the monitoring and reporting on the use of resources (financial, administrative, and other assets) for the supply chain component of the health and nutrition programme, and verify compliance with approved allocation and goals, organizational rules, regulations, procedures, as well as donor commitments, standards of accountability, and integrity. Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Support the preparation of regular and mandated programme/project reports on supply component of health and nutrition programme for management, donors, and partners to keep them informed of programme progress.

3. Technical and operational support to programme implementation

- Provide technical and operational support to government counterparts, partners, UN system partners, and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices on health-related issues to support programme implementation, operations and delivery of results.
- Provide technical support for supply chain strengthening through conducting supportive supervision to districts and peripheral health units, as well as supporting analysis and use of supply chain monitoring data, at national and district levels. Share information with partners and stakeholders to assess progress and provide technical support and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- Assist in the provision of technical support, and coaching, training and overall capacity building to government counterparts, in order to enhance efficient and effective monitoring and evaluations of essential supplies (including roll out of various M&E tools)
- Assist selected districts in conducting stock-level monitoring of health facilities through developing / rolling out relevant tools, providing training and conducting periodic supportive supervision

4. Networking and partnership building

- Support development and maintenance of effective collaboration with internal and external counterparts on essential medicines and commodities in terms of forecasting and supply planning and distribution through better co-ordination and communication (including but not limited to participation in FHC Operations Committee and relevant technical working groups)
- Participate in initiatives and meetings that build partnerships and collaborative relationships with the Government, donors, other UN agencies, partners and stakeholders in health supply management and systems strengthening
- Support research on information on potential donors and preparation of resource mobilization materials and briefs for fund raising and partnership development purposes.

5. Innovation, knowledge management and capacity building

- Support introduction and application of innovative approaches and best practices to build the capacity of government counterparts, partners, and stakeholders, and to support the monitoring and evaluation of concrete and sustainable programme results.
- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients, partners, and other stakeholders
- Contribute to pilots and support the actual roll-out of new products, services, innovations, and digital health tools such as RapidPro and U-report to monitor availability and distribution of essential health commodities at national, district and peripheral level as well as collect and collate feedback for enhanced accountability and to guide program implementation

- Participate and support research activities on supply chain management and other relevant health and nutrition areas ensuring results are documented for use in knowledge products.

IV. QUALIFICATIONS OF SUCCESSFUL CANDIDATE

Education

A university degree in one of the following fields is required: pharmacy, health supply chain management/logistics, biological sciences, public health, global/international health, health policy and/or management, health research, epidemiology, any field of health or another relevant technical field

Experience

- A minimum of two years of professional experience in one or more of the following areas is required: health supply chain management, supply and logistics, public health/nutrition planning and management with supply component, or maternal and neonatal health care with supply chain management
- Health supply chain management experience is an advantage
- Experience working in a developing country
- Relevant experience in a UN system agency or organization is considered as an asset
- Experience in emergency preparedness and response is considered as an asset

Language requirements

Fluency in English and local language of the duty station is required. Knowledge of another official UN language is considered as an asset.

Technical Knowledge

- Professional technical knowledge/ expertise in health supply chain systems, including forecasting and supply planning, procurement, inventory management, warehousing and distribution, and information management
- Good knowledge and understanding of UNICEF programmes, procurement processes, logistics and delivery, monitoring, and evaluation
- Good knowledge and experience in using computer software applications, including word processing, spreadsheets, and corporate software packages
- Emergency programme policies, goals, strategies, and approaches.

V. COMPETENCIES OF SUCCESSFUL CANDIDATE

Core Values

- 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)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)

Prepared by:

Name and Signature: _____

Title: Chief, Health and Nutrition

Date

Endorsed by:

Name and Signature: _____

Title: Deputy Representative (Programme)

Date

Reviewed by:

Name and Signature: _____

Human Resources Officer

Date

Approved by:

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Representative

Date