Annex 1 – Scope of Work (SOW)
Capacity Building and Training Specialist
The Global Health Supply Chain – Procurement and Supply Management Ethiopia

Background

The purpose of the Global Health Supply Chain–Procurement and Supply Management (GHSC-PSM) Program is to ensure uninterrupted supplies of health commodities in support of United States Government (USG)-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the President’s Emergency Plan for AIDS Relief (PEPFAR), President’s Malaria Initiative (PMI) and Population and Reproductive Health. In supporting USG-funded global health activities, GHSC-PSM will develop and manage a wide array of services for health commodity procurement and related systems strengthening technical assistance encompassing different elements of a comprehensive supply chain.

At the country level, GHSC-PSM supports country strategies and priorities that fall under the following three project objectives:

- Global Commodity Procurement and Logistics
- Systems Strengthening Technical Assistance
- Global collaboration to improve long-term availability of health commodities

Purpose

The Capacity Building and Training Specialist under the guidance of Learning and Innovation Manager is responsible to design, develop, implement and monitor capacity building initiatives including training curricula development in health supply chain management. The Capacity Building and Training Specialist is responsible to execute the following roles and responsibilities.

Principal Duties and Responsibilities

- Advise the Learning and Innovation Manager in developing and implementing a long-term capacity development plan;
- Work with FMOH, PFSA, RHBs and different stakeholders to identify specific capacity building requirements and define the skills needed for public health supply chain and pharmacy service delivery workforce;
- Lead and coordinate the preparation of training curricula and other learning materials on themes and topics in the areas of public health supply chain and programmatic areas relevant to the objectives of the project.
- Provide expert advice and guidance to PFSA and FMOH about training and capacity building related matters;
- Adapt different Organizational Capacity Assessment Tool to the country’s context and participate in the assessments of organizational capacity using the tools to identify capacity needs of FMOH, PFSA and RHBs.
• Familiarize relevant MOH and PFSA staff with international best practice on capacity development activities;
• In collaboration with relevant teams, review, develop and prepare training and communications activities in the area of pharmaceuticals supply chain management including service delivery;
• Collaborate with the Learning and Innovation, Field support, Warehouse and Distribution, Forecasting and supply planning, Procurement and Pharmacy Services teams to identify areas that need capacity building to design and implement capacity building strategies.
• Collect and maintain information related to capacity building required for regular reporting to USAID according to timelines.
• Follow all USAID regulations and Chemonics policies, and quality management best practices consistently.
• Exhibit Chemonics values and build culture of “Living our Values” within the team
• Understand and adhere to established policies and procedures and promote them throughout GHSC-PSM staff
• Carry out additional responsibilities as may be assigned from time to time by his/her supervisor or his/her designee.

Job Qualifications
• Advanced degree in public health, supply chain, pharmacy or a related field.
• Minimum of 4 years of experience in health supply chain with experience in capacity building, training curricula development
• Previous experience in conducting capacity building needs assessments and analysis, capacity building intervention design, implementation, and evaluations.
• Familiarity with adult learning principles and experience of organizing relevant professional development training programs.
• Demonstrated working relationship with national and regional public health structures
• Demonstrated ability to manage and implement complex USAID-funded public health programs or projects in a developing country context.
• Written and spoken English fluency required.
• Demonstrated leadership, versatility, and integrity

Level of Effort and Location

This long-term position will be based in Addis Ababa, Ethiopia, with intermittent travel throughout the program’s target regions as needed.

Supervision

The USAID GHSC-PSM Capacity Building and Training Specialist will report directly to the Learning and Innovation Manager or his/her designee.