Annex – Scope of Work (SOW)

Pharmaceutical Warehouse and Distribution Specialist for PFSA AA Hub
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 and local collaboration to improve long-term availability of health commodities.

Purpose

The GHSC-PSM Warehouse and Distribution Specialist is responsible to coordinate the warehousing and distribution services for health commodities through the Pharmaceuticals Fund and Supply Agency (PFSA) supply chain system in AA branch. S/he co-ordinates the operations of the PFSA/GHSC-PSM storage and distribution teams ensuring all resources are used efficiently and effectively. The GHSC-PSM Warehouse and Distribution Specialist supports PFSA AA branch to effectively manage a bi-monthly re-supply of health program commodities for all public health facilities. S/he will support the development of PFSA supply chain capacity and capability and lead GHSC-PSM technical assistance with regards to the development of infrastructure, systems, processes and human capacity which will enable the transition of supply and distribution management activities to PFSA within the life of the existing GHSC-PSM project.

Principal Duties and Responsibilities

- Lead the development and implementation of Warehouse and Distribution (W&D) strategies and action plans including development projects, operations, capacity building and day to day activities of PFSA AA new branch.
- Support the design, development and implementation of supply chain projects as defined by PFSA, USAID clients and the GHSC-PSM management team.
- Work with PFSA AA new branch to monitor available space against the forecast of
arrriving products and with GHSC-PSM Procurement team to facilitate delivery and
distribution of PEPFAR, PMI and other commodities procured by GHSC-PSM within
the PFSA system.
• Coordinate with PFSA and other stakeholders to implement a national cold chain
strategy for health commodities including, identifying gaps in cold chain capacity and
management, recommending solutions and providing project management for
implementation of agreed initiatives.
• Support the GHSC-PSM and PFSA warehouse development project including
warehouse layout design, kitting, MHE specification, process and management
procedures development and infrastructure transition.
• Assess and monitor distribution requirements and transportation capacity for integrated
distribution and recommend solutions.
• Support PFSA business process improvement implementation.
• Support development of health facilities location mapping and route scheduling.
• Support the development and implementation of W&D SOPs in all PFSA
warehouses and facilitate the provision of relevant trainings to PFSA/USAID
GHSC-PSM staff.
• Closely work with GHSC-PSM W&D staff to identify human resource
requirements at PFSA AA new branch, support the placement/deployment and
training of qualified staff as approved by the management.
• Conduct routine bi-monthly reviews with GHSC-PSM W&D staff working in PFSA
warehouses to monitor implementation progress and operational performance and to
resolve any areas of underperformance.
• Supervise USAID GHSC-PSM W&D officers to ensure compliance with Chemonics
operations rules, financial standards, USAID GHSC-PSM performance standards, the
terms of inter-organizational MOUs and USAID rules and regulations
• Hold bi-monthly reviews with PFSA Branch manager to evaluate progress against plans,
revise and update plans of action, and to continue the transition of supply chain activities
to PFSA.
• Work with PFSA Branch manager and GHSC-PSM W&D staff to forecast the future
resource needs of the warehouses, plan for the timely provision of the same and secure
management approvals for support.
• Develop performance plan for direct supervisees and review its implementation and
ensure that evaluation is completed appropriately and on time.
• Prepare monthly action plans and progress reports to GHSC-PSM project pharmaceutical
warehouse and distribution cluster according to agreed schedules.
• 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 GHSC-PSM
Pharmaceutical Warehouse and Distribution Cluster coordinator and PFSA Branch
Manager.

Job Qualifications
• Bachelor’s degree in Pharmacy or Logistics; advanced degree preferred.
• Minimum of seven (7) years of experience in warehouse and distribution management or related field; USAID experience preferred.
• Skilled in design and use of MIS systems for warehouse and distribution operations.
• Skilled in leading and managing high-performing teams.
• Proven experience in advising public sector warehousing and distribution operations preferred.
• Demonstrated ability to work with cooperating partners in implementing complex programs.
• Excellent interpersonal and communications skills.
• Willingness to travel throughout the regions of Ethiopia.
• Fluency in English 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 GHSC-PSM Warehouse and Distribution specialist will report directly to the GHSC-PSM Pharmaceutical Warehouse and Distribution Cluster One Coordinator.