Scope of Work (SOW)

Pharmaceutical Warehouse & Distribution Officer for Central PFSA
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 short-term availability of health commodities.

Purpose

The GHSC-PSM Pharmaceutical Warehouse & Distribution Officer for Central PFSA is responsible to coordinate the warehousing and distribution services for PEPFAR, PMI and Population and reproductive health funded commodities, through the Pharmaceuticals Fund and Supply Agency (PFSA) Central hub. S/he supports the overall warehousing and distribution operations of the hub ensuring all resources are used efficiently and effectively. The Pharmaceutical Warehouse & Distribution Officer supports central PFSA to effectively manage a bi-monthly re-supply for all public and selected private health facilities. S/he will support the development of PFSA supply chain capacity and capability and provide 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

- Support implementation of Warehouse and Distribution (W&D) strategies and action plans including development projects, operations, capacity building and day to day activities of Central hub.
• Assist design, development and implementation of supply chain projects as defined by PFSA, USAID clients and the GHSC-PSM management team.
• Work with Central PFSA to monitor available space against the forecast of arriving products and to facilitate delivery and distribution of PEPFAR, PMI and Population and Reproductive Health commodities within the PFSA system.
• Perform requested tasks in coordination 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 and implementation
• Support development of health facilities location mapping and route scheduling.
• Support the development and implementation of short term and short term pharmaceutical commodity disposal options.
• Support the implementation of W&D SOPs in Central PFSA warehouses.
• Ensure that all staff in the PFSA warehouse and distribution function supported by GHSC-PSM receive relevant training designated for their position and evaluate performance improvement resulting from the provision of trainings.
• Conduct routine bi-monthly reviews with GHSC-PSM and Central PFSA warehouse and distribution staffs to monitor implementation progress and operational performance and to resolve any areas of underperformance.
• Perform tasks as requested by GHSC-PSM W&D staff to ensure compliance with GHSC-PSM operations rules, financial standards, GHSC-PSM performance standards, the terms of inter-organizational MOUs and USAID rules and regulations
• Work with Central PFSA storage and distribution 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.
• Prepare monthly action plans and progress reports according to agreed schedules.
• Contribute to proper documentation and report compilation for project activities.
• Exhibit Chemonics values and build culture of “Living our Values” within the team and promote them
• Carry out additional responsibilities as assigned by GHSC-PSM and or PFSA

Job Qualifications
• Bachelor’s in Medical Laboratory Technology; advance degree preferred.
• Minimum of three (3) years of experience in warehouse and distribution management or related field; USAID experience preferred.
• Proven experience in public sector Supply Chain & Warehouse /Distribution operations is 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 seconded to a PFSA office based in Addis Ababa, Ethiopia, and may include intermittent travel throughout the program’s target regions as needed.

**Supervision**

The GHSC-PSM Pharmaceutical Warehouse & Distribution Officer for Central PFSA will report directly to the GHSC-PSM Pharmaceutical Warehouse and Distribution Specialist delegate for Central PFSA.