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Vacancy Notice No: STB/06/TA384

Date: 13 September 2006

Title: Technical Officer (Procurement)

Deadline for applications: **27 September 2006**

Grade: P-3

Duty Station: GENEVA Switzerland

Contract type: Temporary appointment

Organizational Unit: STB/TBP
Stop TB Partnership Secretariat

Duration: 11 months

Stop TB

Objectives of the Programme

The Stop TB Partnership was created to realize the goal of the elimination of TB as a public health problem and, ultimately, to obtain a world free of TB by ensuring that every TB patient has access to effective diagnosis, treatment and cure; stopping transmission of TB; reducing the inequitable social and economic toll of TB; and developing and implementing new prevention, diagnostic and therapeutic tools and strategies to stop TB.

As a key initiative of the Stop TB Partnership, the objectives of the GDF are to increase access to high quality 1st and 2nd line anti-TB drugs (and related supplies) for DOTS implementation according to the "Stop TB Strategy" by linking the demand for drugs to supply and monitoring, competitively outsourcing services to partners, simplifying drug management, and strengthening TB programme performance.

Description of duties

The procurement officer under the supervision of the GDF Operations Manager and GDF Procurement Team Leader, will primarily assist in the follow-up and evaluation of an operational plan to procure, through the GDF, 2nd line anti-TB drugs for DOTS-Plus projects approved by the GLC for the management of multidrug-resistant (MDR)-TB. The incumbent will also assist the GDF in the procurement of first-line anti-TB drugs and related supplies, particularly in relation to supply chain monitoring. This involves contacts and coordination with counterparts in GDF (particularly the procurement sub-team), the Green Light Committee secretariat, in the regions, within the Stop TB partnership Secretariat at headquarters and with Regional and Country offices. The work also calls for contacts outside the organization with counterparts from National TB Programmes, the Global Fund to fight AIDS, TB and Malaria (GFATM) and the International Drug Purchase Facility-UNITAID.

Working with the lead 2nd line Procurement Officer to coordinate the procurement of 2nd line anti-TB drugs for GLC-approved DOTS-Plus projects to:

- Coordinate and monitor contractual relations and activities with contracted procurement agents for second line anti-TB drugs;
- Monitor the performance of the procurement agents and manufacturers of second line anti-TB drugs;
- Provide accurate forecasts to internal and external stakeholders and partners.
- Collect, collate and analyse reports from GLC projects on stock position and consumption;
- Maintain and update the database on the procurement in the GLC projects;
- Coordinate the quality control and pre-shipment inspection agents and update the database with the results;
- Prepare reports on the procurement for consultants prior to monitoring missions;
- Analyse reports from the monitoring missions and the recommendations;
- Coordinate the tender process to select manufacturers for second line anti-TB drugs;
- Coordinate with the GFATM the procurement of 2nd line anti-TB drugs to GLC-approved projects

Working with the first line anti-TB drug procurement team to:

- Monitor the performance of the procurement agents and manufacturers of first line anti-TB drugs in all aspects but specifically in relation to improvement of lead times and information management;
- Co-ordinate and placement of drug order requests for GDF to ensure that this process is efficient and effectively executed particularly in relation to communications with the supply partners and with the ARM sub-team of GDF;

- Providing accurate forecasts to internal and external stakeholders and partners;
- Collect, collate and analyse reports including stock position reports from suppliers and agents;
- Provide data for GDF donor reports and internal reports.

QUALIFICATIONS REQUIRED:

Education

Essential: An advanced degree in public health/management or international development/relations or equivalent
Desirable: Degree in Pharmacy. Training in Drug Management.

Competencies

Excellent analytical, planning, negotiation and organizational skills, with ability to multi-task, work under pressure and meet deadlines. Knowledge of various tools, processes, standards and principles for procurement of medicines.
Diplomacy, tact, courtesy and assertiveness. Computer literacy (particularly MS packages of Word, Excel and Outlook).
Excellent attention to detail.

Experience

Essential: Work experience in international health/management or international development or equivalent. Experience in working effectively with various organizations, including UN agencies, donor agencies, national governments, NGOs and private sector companies.

Desirable: Experience in Drug Management and TB Control.

Languages

Excellent knowledge of English or French with a (good) working knowledge of the other language. Knowledge of another WHO official language an asset.

Annual salary (Net of tax)
49,149 US\$ at single rate.

Post Adjustment: 70.60 % of the above figure(s). This percentage is to be considered as indicative since variations may occur each month either upwards or downwards due to currency exchange rate fluctuations or inflation.

A written test may be used as a form of screening.

Applications from women and from nationals of non- and under-represented member states are particularly encouraged.
Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
Only candidates under serious consideration will be contacted.

Online applications are strongly encouraged to enable WHO to store your profile in a permanent database. Please visit WHO's e-Recruitment website at: www.who.int/employment. The system provides instructions for online application procedures.



WHO has a smoke-free environment and does not recruit smokers or other tobacco users.