



A NEW  
PERSPECTIVE  
ON TB DRUG  
PROCUREMENT.

## TERMS OF REFERENCE FOR ENGAGEMENT OF A SHORT-TERM PROFESSIONAL, Global TB Drug Facility c/o SEARO, India

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**Vacancy Notice No.:** GDF-SEARO TECHNICAL OFFICER\_03.2006

**Title:** GDF Regional Support Officer

**Posting Date:** 08 March 2006

**Deadline for applications:** 26 March 2006

**Grade:** P3

**Annual salary (net of tax):** US\$ 49,149 at a single rate plus a Post Adjustment equivalent to 29.50%\* of this figure (\*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.)

**Contract type:** Temporary appointment

**Duration:** 5.5 months (renewable)

**Duty Station:** NEW DELHI, India

**Organizational Unit:** Stop TB (STB), Stop TB Partnership Secretariat (TBP)

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*The Regional Support Officer (RSO) is in charge of coordinating activities related to provision of the Global Drug Facility's (GDF) Services to the South East Asia Region. The RSO's Terms of Reference will be implemented under the responsibility of the GDF Secretariat in WHO Headquarters (HQ), Geneva and in consultation with GDF's Contractual and Collaborative Partners including but not limited to: GDF Procurement Agents, WHO South East Asia Regional Office (SEARO) and Country Office, and Global Stop TB Partners.*

*The RSO will be based at the offices of SEARO in New Delhi, India and will carry out the following activities in order to ensure timely supply of low-cost, high quality anti-TB medicines and related supplies and services to the National TB Programmes (NTPs) supported by GDF in the South East Asia Region (SEAR).*

### **TERMS OF REFERENCE**

#### *GDF Grant & Direct Procurement Services*

- Coordinate regular calls for Grant Proposals from GDF to governments and NGOs in SEAR and assist with, follow up on and quality control the submission of proposals to GDF/HQ.
- Ensure proactive and effective completion of Grant and Technical Agreements by governments and NGOs in SEAR in relation to, respectively, GDF Grant and Direct Procurement Service implementation.

#### *Regional Missions: Monitoring & Technical Support*

- Develop and maintain, in close collaboration with the GDF Portfolio Officer for SEAR, a list of GDF consultants for SEAR missions.
- Provide and broker technical assistance to GDF-supported countries in SEAR, particularly in relation to Drug Management, in close consultation with GDF/HQ and SEARO.

- Lead GDF missions in SEAR as well as cover the Drug Management Terms of Reference for the missions, where requested.
- Organize, in close collaboration with GDF Portfolio Officer for SEAR, GDF missions (pre-delivery and monitoring/technical support) to GDF-supported SEAR countries and ensure that mission reports are collected within two weeks after completion of the mission and circulated as required.
- Follow up on recommendations made to SEAR NTPs and their partners by the GDF Technical Review Committee and GDF missions.
- Engage proactively with NTPs in the region to trouble shoot, communicate feedback to GDF/HQ on GDF services/activities.

#### *Procurement & Supply*

- In close collaboration with GDF Portfolio Officer for SEAR and GDF Procurement Officers, coordinate with GDF procurement agents on logistics and supply issues for drug orders placed for GDF supported countries in SEAR from order placement to delivery and clearance.
- Ensure the collection and recording of information on dates of arrival of GDF drug shipments; official receipt forms; port/custom clearance; delivery to central stores.

#### *Information Management, Communication & Regional Coordination*

- Manage the web-based GDF *Information Management System* at the regional level for SEAR.
- Participate in monthly video/teleconferences with GDF/HQ, in quarterly meetings with GDF manager/HQ team and on GDF retreats upon request.
- Facilitate development, translation and dissemination of advocacy materials/web-based messaging in SEAR.
- Promote all GDF services in SEAR, where appropriate, including Direct Procurement and Technical Support Services including TB Drug/Manufacturer Prequalification.
- Represent GDF at regional TB meetings/workshops and meet with SEAR NTP managers as required.
- Assist with organization of GDF regional activities e.g. workshops
- Contribute, as requested by GDF/HQ, to the development of documents and reports with regional-specific information.

*The RSO may undertake other special work related to the general requirements of GDF activities as assigned and determined between the GDF Secretariat and WHO SEARO.*

<b>Essential minimal qualifications</b>	<b>Additional desirable qualifications</b>
An advanced degree in public health, business administration or international development/relations or equivalent	Degree in Pharmacy. Knowledge of public health policies and human development.
Work experience in Drug Management	Experience in procurement and supply logistics for pharmaceuticals
Excellent written and spoken English	Working Knowledge of another UN language
Experience in working effectively with various organizations, including UN agencies, donor agencies, national governments, NGOs and private sector representatives	Experience in WHO procedures
Experienced user of MS Word, MS Excel and MS outlook	Experience with MS Access and MS PowerPoint
Highly motivated, efficient, team worker, flexible, demonstrates initiative, cultural sensitivity	Negotiating, Diplomacy skills

### **Application Process**

Qualified applicants are requested to submit the following to the GDF Secretariat at [gdf@stoptb.org](mailto:gdf@stoptb.org) with the subject GDF-SEARO INDIA REGIONAL OFFICER 03.2006:

- Cover Letter/Expression of Interest
  - Curriculum Vitae
  - 3 written references or reference contacts (Name, title, telephone no. and email address).
- *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.*
  - *A written test may be used as a form of screening*
  - *Only candidates under serious consideration will be contacted.*

Candidates are encouraged to visit the GDF website at: [www.stoptb.org/GDF](http://www.stoptb.org/GDF) to learn more about the GDF.

**DEADLINE FOR SUBMISSION: 26 MARCH 2006**