

Vacancy Notice No: HQ/09/HQ/HTM/FT614

Date: 18 September 2009

Title: Technical Officer (Two positions)

Deadline for application : 9 October 2009

Grade: P2

Duty Station: Geneva Switzerland

Contract type: Fixed-term appointment

Organization unit: HQ/HTM HIV/AIDS, TB and
Neglected Tropical Diseases (HQ/HTM) /

Duration of contract: 1 Year

HQ/TBP Stop TB Partnership Secretariat (HQ/TBP)

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 Global Drug Facility (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:

In relation to GDF supply of first-line and second-line anti-TB drugs:

- Assist with tendering and contracting processes for supply partners for anti-TB drugs and materials (1st-line, 2nd-line drugs and/or standard TB diagnostics).
- Co-ordinate order requests with customers and place orders with GDF procurement agents, ensuring that the order placement process is effectively executed; order-related crisis and/or error management.
- Monitor contractual relations and activities with contracted procurement agents in relation to above order requests.
- Monitor performance of contracted procurement agents and manufacturers.
- Monitor the internal processes for quality control conducted by the relevant procurement agent.
- Assist with tendering and contracting of procurement agents and external Quality Control (QC) agents.
- Monitor outputs (test results and inspection reports) of external QC agents.
- Use and assist with usage of GDF electronic Order Management System (OMS) for purchase requests and orders.
- Assist with communications with supply partners regarding requests and status of drug orders.
- For UNITAID Grant second-line drug orders: process customer funding requests.
- Support the team leader in tracking GDF progress against key procurement milestones, assessing and reporting on GDF impact and activity indicators.
- Implement activities as per SOPs and Key Performance Indicators; review, revise and develop new SOPs, both for GDF and supply partners.
- Provide rolling six month forecasts, updates on a quarterly basis, on country demand of anti-TB drugs and/or diagnostics to internal and external stakeholders and partners.
- Provide product specific or country specific forecast on an ad hoc basis to assist external and internal parties.
- Participate in the implementation of training courses and workshops on drug management.
- Contribute and/or analyse stock position reports of suppliers and agents as well as for donor and internal reports.
- Participate in Technical Assistance (TA) missions to address drug management.
- Contribute to preparation of training materials and technical guidelines on drug management.

- Contribute to format and briefing notes on procurement and supply for monitoring visits to country programmes.
- Organize and participate in product market analyses for anti-TB drugs (Active Pharmaceutical Ingredients, intermediates and finished formulations) and diagnostics.
- Participate in meetings of the Procurement sub-team, Applications, Review and Monitoring sub-team, GDF team and other internal and external partners, stakeholder meetings; travel on behalf of GDF.
- Other tasks as assigned by the GDF Operations Manager and GDF Procurement Team Leader.

REQUIRED QUALIFICATIONS

Education:

University degree in management, business administration, law, international development / relations, communications, sociology or science.(for WHO staff please see e-manual III.4.1, para 220)

Desirable

Degree in a health related field.

Skills:

WHO Competencies:- (<http://www.who.int/employment/competencies/en/>):

1. Producing results
2. Moving forward in a changing environment
3. Communicating in a credible and effective way
4. Knowing and managing yourself
5. Fostering integration and teamwork

Excellent analytical, planning, negotiation and organizational skills, with ability to multi-task, effectively work under pressure and meet deadlines; attention to detail; understanding of procurement and logistics. Computer literacy, particularly database management. Cultural sensitivity; team player; integrity.

Experience:

At least 2 years experience in international development or equivalent; experience in working effectively with various organizations such as UN Agencies, donors, national governments, NGOs and private sector companies; work experience in procurement of pharmaceuticals.

Languages:

Excellent knowledge of English with a working knowledge of French an asset.

Additional Information:

Other similar positions at the same level may be filled from this vacancy notice.

This vacancy is published in English only.

Annual salary: (Net of tax)

44,679 at single rate

47,634 with primary dependants

Post Adjustment: 84.6 % 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 and interviews may be used as a form of screening

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.

All applicants are encouraged to apply online as soon as possible after the vacancy has been posted and well before the deadline stated in the vacancy announcement.

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.

Currently accepting applications



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