

Vacancy Notice No: HQ/09/HQ/HTM/TA265

Date: 13 November 2009

Title: Technical Officer

Deadline for application : **4 December 2009**

Grade: P2

Duty Station: Geneva Switzerland

Contract type: Temporary appointment

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

Duration of contract: 6 months

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 GDF are to increase access to high quality first and second 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 second-line anti-TB drugs:

Implement all activities, where applicable, as per GDF's Procurement and Supply Standard Operating Procedures (SOPs) and Key Performance Indicators (KPIs); work with team leader to revise and develop new SOPs for GDF and its supply partners. Support the team leader in developing an effective procurement process for second line TB drugs including: stimulating industry engagement in production, promoting registration, tracking GDF progress against key procurement milestones, assessing and reporting on Global Fund and UNITAID impact and activity indicators. Serve as operational procurement officer for the order placement process of second-line drugs funded by GLC-approved projects/programmes (using donor or national funds) via GDF. Monitor contractual relations and activities with contracted procurement agents; monitor performance of contracted procurement agents and manufacturers; monitor online Order Management System inputs of procurement and supply partners to ensure that they are up-to-date and complete. Assist the team leader with the development of forecasts on country demand for internal and external stakeholders and partners. Follow up on procurement related recommendations to GDF from monitoring and technical support missions to GDF countries, as instructed by the team leader. Work with the team leader to coordinate with the Global Fund and other stakeholders on harmonized forecasting, drug price reporting and quality control procedures. Collect, collate and analyse reports including stock position reports from suppliers and agents. Provide procurement related data for GDF donor reports and internal reports. Participate in meetings of the Procurement sub-team, GLC secretariat and meetings with partners internal and external to WHO. Travel on behalf of GDF to meet and/or engage procurement stakeholders, as requested by team leader. Other tasks as assigned by the COO and MDR-TB team leader.

REQUIRED QUALIFICATIONS

Education:

Essential

University degree in management, business administration, communications, international

development/relations or equivalent, sciences.
(For WHO staff, please see e-manual III.4.1, para 220)

Desirable

University degree in public health / management; training in procurement of pharmaceuticals.

Skills:

Excellent planning and organizational skills, attention to detail, understanding of logistics, ability to multi-task, ability to work effectively under pressure and meet deadlines, cultural sensitivity, integrity.

Other Skills (e.g. IT)

Proficient in Microsoft Excel and general computer literacy.

Competencies (www.who.int/employment/competencies)

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

Experience:

At least 2 years work experience in international development or equivalent. Experience in working effectively with various organizations such as UN agencies, donor agencies, national governments, NGOs and private sector companies.

Languages:

Essential

Excellent knowledge of English.

Desirable

Some knowledge of French.

Additional Information:

This vacancy is published in English only.

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

Annual salary: (Net of tax)

44679USD at single rate

47634 with primary dependants

Post Adjustment: 90.4 % 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.