



A NEW  
PERSPECTIVE  
ON TB DRUG  
PROCUREMENT.

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

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**Vacancy Notice No.:** GDF-WHO INDIA PRC OFFICER\_02.2006

**Title:** Procurement Officer

**Date:** 08 February 2006

**Deadline for applications:** 22 February 2006

**Grade:** P4

**Annual salary (net of tax):** US\$ 59,132 at a single rate (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:** DELHI, India

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

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*The procurement officer is in charge of coordinating activities related to the procurement of anti-tuberculosis medicines for the Revised National Tuberculosis Programme (RNTCP), India via the Global Drug Facility (GDF) Direct Procurement Service. The officer's Terms of Reference will be implemented under the responsibility of the GDF Secretariat and in consultation with the GDF Procurement Agent, RNTCP, WHO Country Office, India, WHO South East Asia Regional Office and Global Stop TB Partners.*

*The procurement officer **will be based at the offices of WHO-India in Delhi** and will carry out the following activities in order to ensure timely supply of low-cost, high quality anti-TB medicines to the RNTCP via the GDF Direct Procurement Service, within the framework of the Memorandum of Understanding between the Department for International Development (DFID)-UK (as funding agency) and the World Health Organization on behalf of the GDF (as implementing agency).*

### **TERMS OF REFERENCE**

- Coordinate joint activities with contractual and technical partners involved in the GDF Direct Procurement Service to ensure efficient procurement, supply and quality control of first line anti-TB drugs, in line with international recognized Good Procurement Practices and Standards.
- Set up, assume responsibility for and coordinate an effective quality control system for all medicines delivered under this Direct Procurement Service, including taking the necessary steps to address any non-compliances or queries on issues of quality (both intrinsic and related to packaging) of the medicines and/or the deliveries of the medicines.
- Ensure, in conjunction with the GDF Procurement agent and RNTCP, that transport of the medicines up to the agreed point of delivery is done in the most cost effective and time efficient manner.
- Assume primary responsibility for the adherence to agreed lead times and the improvement of lead times through close collaboration with GDF supply agents and RNTCP and effective use of the GDF and RNTCP information management systems.
- Monitor, document and keep records of all essential data concerning the performance of all contractual partners, costs and prices, lead times and contents of orders and execution of contracts with third parties.

- Ensure efficient consolidation and timely placement of TB drug orders in close liaison with GDF procurement agent.
- Liaise between RNTCP and GDF secretariat on technical specifications of products and packaging, order quantities/requirements, anti-TB drug needs forecasting.
- Provide core technical input to the standard operating procedures, tender documents and adjudication processes for anti-TB drug tenders managed by the GDF procurement agent, for supplies to India.
- Submit monthly progress and financial reports to GDF secretariat.
- Coordinate execution of activities of these Terms of Reference closely with GDF Regional focal point for South East Asia based at WHO/SEARO.
- Provide procurement technical assistance/advice to RNTCP on an ongoing basis.
- Serve as team leader in GDF monitoring missions, including drug management assessments, of RNTCP.

*The Procurement Officer may undertake other special work related to the general procurement requirements of RNTCP activities as assigned and determined between the GDF secretariat, WHO, India and RNTCP.*

<b>Essential minimal qualifications</b>	<b>Additional desirable qualifications</b>
An advanced degree in public management, business administration or international development/relations or equivalent	Degree in Pharmacy. Knowledge of public health policies, human development, drug management
Several years work experience in procurement	Experience in procurement and supply chain management of 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	Negotiating 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-WHO INDIA PRC OFFICER 02.2006:

- Cover letter/Expression of Interest
- Curriculum Vitae
- 3 written references or reference contacts (Name, title, telephone no. and email address).

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.*

**DEADLINE FOR SUBMISSION: 20 FEBRUARY 2006**