

## Supply Chain Management Officer - Multiple duty stations - (2204042)

**Grade:** P4

**Contractual Arrangement:** Fixed-term appointment

**Contract Duration (Years, Months, Days):** 2 Years

**Posting Date** May 9, 2022, 2:15:09 AM

**Closing Date** May 30, 2022, 5:59:00 AM

**Primary Location** Multiple locations

**Organization** AF/EPR Emergency Preparedness and Response

**Schedule** Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### OBJECTIVES OF THE PROGRAMME

The mission of WHO's Health EPR (The Programme) is to build the capacity of Member States to manage health emergency risks and, when national capacities are overwhelmed, to lead and coordinate the international health response to contain outbreaks and to provide effective relief and recovery to affected populations.

The WHO Health Emergencies Programme is responsible for ensuring that emergency-affected populations have access to timely and effective health services. This includes ensuring a strong emergency management system (based on incident management), effective and inclusive coordination mechanisms, joint assessments and planning by partners, implementation of operations and services according to agreed standards, and strong logistics and operational support.

### PURPOSE OF THE POSITION

In the context of the WHO Health Emergencies Preparedness and Response (EPR), at regional and hub level, the supply chain management officer is responsible of providing strategic, managerial and operational support for supply procurement and logistics functions in order to ensure end-to-end supply chain visibility and allowing an effective and efficient supply response at the global and incident site levels.

### DESCRIPTION OF DUTIES

Within the framework of the delegated authority, the incumbent is assigned all or part of the following duties which are performed according to the needs and agenda:

#### Strategic and managerial:

1. Participate actively in the strengthening and operation of an emergency response and regular supply chain system at regional or hub level through developing, implementing and monitoring the emergency response strategy, as well as the WHO EPR supply chain strategy.
2. Plan and oversee the effective transportation, delivery and storage of national and international operational support and programme supplies, for WHO's emergency operations in the field to ensure the implementation of EPR/OSL procurement plan in consultation with programme managers.
3. Lead and manage the supply team to ensure adequate supply activities to the WHO emergency operations ensuring compliance of the services provided with the OSL procedures and the WHO/OSL quality standards.
4. Liaise with responsible officials to ensure timely and efficient customs clearance, reception of international supplies; adapt existing or develop and implement inventory/stock control management mechanisms; develop and apply monitoring tools, and reporting systems.
5. Develop a Supply Chain monitoring dashboard and follow KPIs to monitor the supply operation efficiency.
6. Participate and actively contribute to continuous improvement of WHE supply chain through regular meeting with Regional and HQ OSL teams.

#### Operational & Tactical:

1. In close collaboration with regional and HQ OSL team, develop and implement supply chain management and monitoring tools.
2. In close collaboration with technical teams, centralize the requests, develop a procurement plan and execute it together with the regional procurement team.
3. Develop and implement pipeline- monitoring system. Regularly update the pipeline and communicate with concern technical units.

4. Coordinate with regional and hub OSL team and freight forwarders for tracking of shipments and organize timely clearance of shipments upon arrival.
5. Coordinate with national authorities including but not limited to regulatory bodies, ministry of foreign affairs and custom department for import approvals and clearance.
6. Manage local transport and warehousing of medical supplies through long-term agreements if required.
7. Establish an inventory management system, manage WHO warehouse and oversee reception, stock management, shelf-life management, and distribution of medical supplies.
8. Implement WHO standards and policies across the whole supply chain and ensure minimum distribution and storage practices for medical supplies.
9. Perform other related responsibilities as assigned, including replacing and backstopping for others as required.

## REQUIRED QUALIFICATIONS

### Education

#### Essential:

Advanced University degree preferably in Supply Chain Management, Logistics, Engineering, or health-related field.

#### Desirable:

Professional certification/qualification in transport, distribution, or supply chain management.

### Experience

#### Essential:

At least seven years' experience in supply chain management including field based operational experience at the national and international levels.

#### Desirable:

Experience with managing capacity building initiatives with UN agencies, international organizations, multilateral institutions, or NGOs.

### Skills

- Excellent knowledge of Microsoft Office applications.
- Demonstrated computer skills with emphasis on databases management to monitor supplies and inventory and forecast needs.

### WHO Competencies

- Teamwork
- Respecting and promoting individual and cultural differences.
- Communication
- Ensuring the effective use of resources.
- Building and promoting partnerships across the organization and beyond.
- Creating an empowering and motivating environment.

### Use of Language Skills

- Required: Excellent knowledge of English and French,
- Knowledge of another UN official language would be an asset.

## REMUNERATION

WHO offers staff in the Professional Category an attractive remuneration package, which for the above position includes an annual net base salary starting at 75,602 US Dollars (subject to mandatory deductions for pension contributions and health insurance, as applicable). Other benefits include 30 days of annual leave, allowances for dependent family members, home leave, and an education grant for dependent children.

## ADDITIONAL INFORMATION

- This vacancy notice may be used to fill other similar positions at the same grade level
- Only candidates under serious consideration will be contacted.
- A written test may be used as a form of screening.
- In the event that your candidature is retained for an interview, you will be required to provide, in advance, a scanned copy of the degree(s)/diploma(s)/certificate(s) required for this position. WHO only considers higher educational qualifications obtained from an institution accredited/recognized in the World Higher Education Database (WHED), a list updated by the International Association of Universities (IAU)/United Nations Educational, Scientific and Cultural Organization (UNESCO). The list can be accessed through the link: <http://www.whed.net/>. Some professional certificates may not appear in the WHED and will require individual review.
- Any appointment/extension of appointment is subject to WHO Staff Regulations, Staff Rules and Manual.
- Staff members in other duty stations are encouraged to apply.
- For information on WHO's operations please visit: <http://www.who.int>.
- WHO is committed to workforce diversity.
- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the [WHO Values Charter](#) into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates.
- WHO has a smoke-free environment and does not recruit smokers or users of any form of tobacco.
- WHO has a mobility policy which can be found at the following link: <http://www.who.int/employment/en/>. Candidates appointed to an international post with WHO are subject to mobility and may be assigned to any activity or duty station of the Organization throughout the world.
- Applications from women and from nationals of non and underrepresented Member States are particularly encouraged.
- \*For WHO General Service staff who do not meet the minimum educational qualifications, please see e-Manual III.4.1, para 220.