



# COMMUNITY DEVELOPMENT FUND

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## ADVERTISEMENT

### **For the position “Officer for Management of the Supply Chain for Health Products for TB and HIV”**

**Date:** 02.09.2020

Implementation of TB and HIV programs are acknowledged to be major public health challenges for the relatively new health system of Kosovo and its fragile subsystems including procurement and supply management (PSM) system.

In order to address those challenges, Kosovo Government and the MOH in particular, with substantial support through Global Fund (GF) grants, has launched national programs for TB and HIV. Main objectives of National Programs for HIV and TB is to ensure equitable access to high-quality TB and HIV diagnosis, treatment, care and prevention that is integrated and patient-centered, with a focus on vulnerable and most at risk populations through strengthening TB and HIV policy and management capacities at the governance level - MOH, strengthening health system, its services and strengthening community services across Kosovo.

One of the core functions of the national programs for HIV and TB that are assessed to be lacking sufficient capacities to ensure continuous and sustainable functioning of the national programs for TB and HIV are procurement and supply management functions.

To address this issue and in the light of the newly introduced GF New Funding Model, the new GF grant agreement foresees activities aimed at facilitating a phased and smooth transition of PSM responsibilities from CDF as the PR of GF grants to the MOH. This applies for all TB and HIV health products. Health products for HIV and TB, includes but is not limited to: anti TB medicines and medical products, TB laboratory equipment, reagents and consumables, HIV tests and HIV laboratory equipment, reagents and consumables, methadone or other OST, ARVs, prevention commodities and any other health product foreseen by the national programs for TB and HIV). COVID 19 Pandemics and the Global Fund engagement in global efforts towards COVID 19 implies inclusion of health products that are needed to respond to COVID 19 Pandemics in the TOR.

To support building of TB and HIV program management capacities and in particular procurement and supply management capacities of the TB and HIV Program Offices of the MOH, CDF as the Principal Recipient of GF grants launches a public vacancy announcement for the position of Officer for Management of the Supply Chain for Health Products for TB and HIV.

This is a full-time position with 40h per week, as regulated by CDF contracting provisions and legal and regulatory framework regulating labor issues in the Republic of Kosovo.

Selection of the candidate will be in accordance with the CDF policies and Guidelines Selection.

**Required documents:**

- CV with references;
- Proof of professional background
  - o University Diploma,
  - o Specialization certificate/s and/or Working License,
- Proof of work experience.

CV with three (3) verifiable references must be submitted to CDF via e-mail to [procurement.hiv.tb@kcdf.org](mailto:procurement.hiv.tb@kcdf.org) no later than **16<sup>th</sup> of September 2020 at 15:00.**

Complete Terms of References for this position can be obtained from the CDF webpage: [www.kcdf.org](http://www.kcdf.org).

Only shortlisted candidates will be invited for an interview!

## **TERMS OF REFERENCE**

### **For the position**

### **Officer for Management of the Supply Chain for Health Products for TB and HIV**

#### **Introduction**

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In order to address those challenges, Kosovo Government and the MOH in particular, with substantial support through Global Fund (GF) grants, has launched national programs for TB and HIV. Main objectives of National Programs for HIV and TB is to ensure equitable access to high-quality TB and HIV diagnosis, treatment, care and prevention that is integrated and patient-centered, with a focus on vulnerable and most at risk populations through strengthening TB and HIV policy and management capacities at the governance level - MOH, strengthening health system, its services and strengthening community services across Kosovo.

One of the core functions of the national programs for HIV and TB that are assessed to be lacking sufficient capacities to ensure continuous and sustainable functioning of the national programs for TB and HIV are procurement and supply management functions.

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To support building of TB and HIV program management capacities and in particular procurement and supply management capacities of the TB and HIV Program Offices of the MOH, CDF as the Principal Recipient of GF grants launches a public vacancy announcement for the position of Officer for Management of the Supply Chain for Health Products for TB and HIV with the following objective and duties and responsibilities:

#### **Objective**

- Provide technical assistance to national TB and HIV Program entities and stakeholders to build capacity and develop an integrated, comprehensive and sustainable procurement and supply management system for TB and HIV program related health products, and facilitates gradual and sustainable transition process of all PSM related activities from GF and PR CDF to the MOH and implementing institutions.

#### **Duties and responsibilities**

- Provides technical assistance to the MOH National TB Officer and National HIV Officer and PR TB and HIV PIU at CDF, to draft and finalize the annual needs/supply plan for all TB and HIV program related health products, in-line with national regulations and the latest WHO policy guidelines on TB and HIV diagnostics, treatment and prevention needs;
- Prepares and develops a consolidated list of all health products required by the national programs for HIV and TB and COVID 19;
- Drafts technical specifications in coordination with disease experts, for all TB and HIV (including COVID 19) health and diagnostic products and submits it for approval to her/his supervisors:
- Coordinates and provides technical assistance for TB and HIV Programs to ensure the quality of procured TB and HIV drugs, health products and commodities in compliance with applicable national legal and regulatory framework, and in close collaboration with the MOH Pharmaceutical Division, Kosovo Agency for Health Products, UNICEF and any other relevant national or international agency;
- Provides on job training on best PSM international practices focusing on knowledge transfer of pooling procurement mechanisms (e.g. procurement of TB drugs through GDF) to MOH officials of relevant MOH divisions and departments;
- Upon request of the relevant officials of the Ministry of Health, provides technical assistance during the procurement and bidding evaluation process in the role of the technical expert for TB and HIV health products;
- Drafts and submits for approval the national distribution plan for TB and HIV health products, in coordination with the MOH National TB Officer and National HIV Officer and PR TB and HIV PIU managers at CDF during the transition phase;
- Monitors and reports implementation of the distribution plan for TB and HIV health products to the MOH National TB Officer and National HIV Officer and PR TB and HIV PIU managers at CDF;
- Assists supply and distribution points for HIV and TB program health products to maintain stock management and data verification system for checking reliability of the stock and consumptions reports of all TB and HIV program health products in all HIV and TB program distribution points – warehouses and pharmacies, at the central, regional and municipal/facility level and in other entities utilizing TB and HIV program health products;
- Support the development and implementation of standard operating procedures (SOPs) for facility stock (inventory) management and for tracking health products throughout the supply chain of the national TB and HIV program;
- Conduct periodic monitoring and supervision visits to all distribution and service delivery points to verify storage conditions and ensure that they are in line with national and WHO guidelines for good storage practices for health products and provide verbal and written feedback to reporting entities and follow-up on agreed actions;
- Together with MOH National TB Manager and MOH HIV Officer, monitors and supervises supply management processes at the level of regions and/or

- municipalities, to ensure maintenance of quality of the medicines and medical products and ensure consistency and continuity in distribution of health products;
- Solicit on monthly basis consumption reports from all institutions and sub-recipients receiving TB and HIV health products purchased with grant or MOH funds, and prepares the integrated consumption reports;
  - In coordination with MOH National TB Officer and National HIV Officer prepare and submit for approval forecasted plan of needs for all TB and HIV program related health products based on the consumption analysis;
  - Support the strengthening of the TB laboratory supply chain management system, including the recording, reporting, and laboratory stock management system.
  - Facilitates and follows up implementation of recommendation of the Action Plan for the process of the ISO Certification of the NRL based on the relevant ISO standards for Laboratories;
  - During the transition period develops and maintains health products database to keep the track of all medicines, medical equipment and health products procured through GF grant funds and managed by CDF (quantity, distribution and storage levels);
  - Maintains cooperation and coordination of activities with the MMT focal point, PSM and M&E officers and other relevant supply management stakeholders;
  - Drafts TORs and coordinates engagement and implementation of international PSM related technical assistance provided to both National Programs and policymaking and implementing institutions.
  - Supports MOH policymakers to draft the Transition and Capacity Development Plan and facilitates implementation of PSM transition related activities as a part of the gradual and sustainable transition process of TB and HIV Programs activities;
  - Provides technical assistance and guidance based on WHO guidelines and best international practices on all PSM components (drugs, medical and diagnostic products) related to the Global Fund support towards COVID 19 pandemic response in Kosovo.
  - Provide any other PSM related activity as requested by supervisors.

### **Supervision and Performance Evaluation**

Overall supervision for the PSM Officer for TB and HIV will be dealt by the designated MOH officials (Chief of the Pharmaceutical Division of the MOH, NTP Manger or HIV Officer). Officer for Management of the Supply Chain for Health Products for TB and HIV will be obliged to fill in and submit for approval the Attendance list to the primary supervisor. Supervisor will verify the attendance list based on the official attendance list of the MOH, sign it and submit it to PR for execution of salary.

Performance Evaluation for this position will be dealt by the PR PIUs for TB and HIV in coordination with the primary supervisor on behalf of the MOH based on PR performance evaluation procedures.

### **Reporting Responsibilities**

PSM/Health Product Officer has dual reporting responsibility.

- a. **Primary Structural Reporting** - under this reporting responsibility PSM/Health Product Officer reports to the designated MOH management official (Chief of the Pharmaceutical Division of the MOH, NTP Manger or HIV Officer). Under this reporting responsibility PSM/Health Product Officer provides written and verbal reporting to her/his supervisor, as foreseen in internal staff regulations of the MOH.
- b. **Secondary Functional Reporting** - under this reporting responsibility PSM/Health Product Officer provides programmatic reports to the PR TB and HIV PIU managers at CDF during the transition phase. This reporting responsibility relates to all programmatic activities as presented in the TOR and description of duties and responsibilities.

Reporting schedule will be established and coordinated among the team of supervisors.

In principle program reporting will be on a periodical basis i.e. monthly, quarterly and annual basis.

### **Desirable Qualifications and Skills Required Qualifications and Skills**

- University degree in medicine, pharmacology, public health or other related fields;
- At least 3 years of work experience in relevant fields;
- Proven experience in supply chain management of health products;
- Good knowledge of PSM concepts and computer skills in MS Office
- Knowledge of Kosovo's official languages, and excellent command of English language;
- Valid driving license and ability to travel.
- Team player, with excellent interpersonal skills;
- Proven attendance to trainings on PSM and LMIS for health products;
- Proven ability to work in complex multi-sectoral environments;

### **Secondment and Transition**

- It is envisaged that Ministry of Health will gradually takeover responsibilities to ensure accommodation, office space and other work-related utilities for the seconded Officer for Management of the Supply Chain for Health Products for TB and HIV.
- During the transition period PSM Officer will continue to be accommodated at PR CDF premises. In case that MOH does not have capacity to ensure optimal office space and working condition, PSM Officer will continue to be accommodated by PR CDF.
- This is a full-time position with 40h per week, as regulated by CDF contracting provisions and legal and regulatory framework regulating labor issues in the Republic of Kosovo.

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