

EMPLOYMENT OPPORTUNITY:

Management Sciences for Health is currently seeking a highly qualified **Technical Advisor, Northern sub team** position for its SCMS Project. MSH is a U.S. based NGO whose mission is saving lives and improving the health of the world's poorest and most vulnerable people by closing the gap between knowledge and action in public health. In Vietnam, MSH is the implementing partner for the Supply Chain Management System (SCMS) project, which is providing quality medicines for people living with and affected by HIV and AIDS, under the U.S. President's Plan for Emergency AIDS Relief (PEPFAR). To learn more about the SCMS project, please visit www.scms.pfscm.org

OVERALL RESPONSIBILITIES:

The Technical Advisor supports SCMS technical activities in Vietnam. He or she works closely with the Principal Technical Advisor -SSS, in developing and implementing SCMS plans and activities that effectively address pharmaceutical and commodity related management priorities, to strengthen public sector pharmaceutical management in support of the U.S. President's Emergency Program for AIDS Relief (PEPFAR) and the Government of Vietnam's (GOV) National Strategy on HIV/AIDS Prevention and Control. The Technical Advisor coordinates with key stakeholders from USAID implementing partners and local counterparts, including other Ministry of Health departments at Central and Provincial levels to ensure adequate coordination and synergy in the area of commodity management. He or she collaborates with other MSH staff and partners to ensure an uninterrupted supply of Anti-Retroviral (ARV), medicines for opportunistic infections (OIs), Methadone and other related commodities at target Anti-Retroviral Therapy (ART) and Methadone Maintenance Therapy (MMT) program sites by providing and managing the monitoring and training of appropriate dispensing, patient counseling, and rational use of these medicines.

SPECIFIC RESPONSIBILITIES:

The Technical Advisor, Northern sub team, will be responsible for:

1. Technical Assistance

- Monitor the pharmacy staff's performance at facilities i.e. ARV, Methadone, OIs for monthly activities related to pharmaceuticals management at site and provincial levels i.e. operation and system strengthening respectively.
- Provide technical support to GVN site staff on performance according to organizational policies, procedures and guidelines to ensure the timely availability of all pharmaceuticals and supplies at provincial and site levels.
- Provide inputs to the revision of work instructions, SOPs and other policy material for provincial (PACs) and site level and ensuring they are in compliance with good pharmaceutical management standards.
- Ensure the implementation of approved work plan in coordination with all the team members within MSH/SCMS, other MSH projects, management and other stakeholders i.e. government, service delivery facility staff, partners and donors at provincial and site levels. Provide reports to VAAC, Donors and other stakeholders on site readiness.
- Facilitate the availability and dissemination of ARVs, OIs, Methadone and related medicines, according to National Standard Treatment Guidelines, in target facilities to

ensure their availability and use. This may include management of non-PEPFAR ARVs and other commodities, as requested by the MOH and/or USAID.

2. Capacity Development

- Focusing on Distribution Planning, Inventory Management, and related Management Information System, improve the skills of PAC, DOH and service delivery facility staff in operation & management of pharmaceuticals, their uses and related activities.
- Participate in the development and implementation of pharmacy standard operating procedures:
 - Provide input relating to commodity management into the standard operating procedures (SOPs) development process for facilities supported by the program
 - Support pharmaceutical management staff at implementation sites in applying pharmaceutical SOPs to ensure effective ordering, storage, distribution, and use of pharmaceuticals and other commodities
 - Collaborate with facility staff at implementation sites to adapt supply and distribution systems to the individual conditions of the site; work with staff to adopt and formalize procedures, whenever required
- Collaborate with provincial staff to adapt training inputs to the individual conditions of the target site; work with site staff and management to adopt and formalize procedures, whenever required.
- Conduct regular monitoring visits to each site to assess implementation of the transition for improvements, and build the capacity of local counterparts in Provincial AIDS Centers (PACs) to provide on-the-job training, to support the transition effort. Prepare a written report of these findings and share with dispensers and management of each treatment site, the PEPFAR partners that phase out support of the respective treatment sites, USAID, CDC, and other key partners.

3. Monitoring & Evaluation

- In coordination with the M&E Specialist, design the data recording, analysis and reporting system for supply chain service provision activities.
- Collect and report relevant data from facilities to the M&E officer for analysis and reporting on transition progress.
- Participate in periodic performance improvement meetings with Management for feedback on designing the strategy to improve the performance of supply chain service provision-related activities.
- Provide adequate feedback to internal MSH/SCMS team members regarding the performance of site staff and strategies for improvement.

4. Coordination

- Under the direction of the Principal Technical Advisor -SSS, coordinate with all relevant parties, especially CDC, Life Gap, FHI, and Central Pharmaceutical Company (CPC) #1, to ensure that the distribution and reporting system process for ARVs/OIs, Methadone and related medicines operates smoothly and that all parties receive the necessary information in a timely manner. Participate in partner or donor coordination meetings on pharmaceutical management issues, as requested.



- Coordinate with relevant representatives at all levels of the public health system to ensure that opportunities for their active participation and involvement is provided in all appropriate activities, and that necessary permissions, approvals and authorizations are obtained for all relevant planned activities relating to ARVs, OIs, Methadone and related medicines.
- Participate in meetings, workshops and seminars to align the program operational and system strengthening activities with government and organizational, plans, policies and procedures as requested.
- Coordinate with other team supervisors to align departmental activities in order to achieve the short term and long term objectives.

5. Communication

- Collaborate with staff at the Provincial AIDS center level to ensure that a management information system is established according to adopted SOPs and that the system of reporting to the provincial and national levels functions properly.
- Facilitate communication with internal and external members, partners, donors and government agencies at provincial and site levels according to management direction, organizational policies, procedures and guidelines.
- Share the technical advisor activities-related reports with internal and external stakeholders with necessary approvals and according to standard policies and procedures.

6. Others

- Perform other duties as assigned.

QUALIFICATIONS:

1. Master's degree (preferably from overseas) in pharmacy, laboratory sciences or a health related field required; preferably combined with a medical degree.
2. Demonstrated experience working in the Ministry of health or its decentralized entities at the provincial level preferred OR experience working for an international company.
3. Excellent interpersonal skills and demonstrated ability to interact professionally with government staff as clients at various levels of the public sector health system required.
4. Strong interest in becoming a pharmaceutical supply chain expert essential.
5. Fluency in English, including reading, writing and speaking skills essential and will be tested. Proficiency in Vietnamese required.
6. Knowledge of the Vietnamese public health system required.
7. Demonstrated computer skills in MS Office Suite applications, including Word, Excel, PowerPoint, and Outlook essential and will be tested.
8. Ability to solve problems while under pressure and successful experience working in a deadline-oriented organization are essential.
9. Experience in report writing and professional-level documenting required; experience in monitoring and evaluation desirable.
10. Experience and knowledge in the application and management of pharmaceutical systems for ARVs, OIs, Methadone and related medicines desirable.
11. Ability and willingness to travel approximately **30%** of the time in Vietnam.



Management Sciences for Health is an equal opportunity employer offering employment without regard to race, color, religion, sex, sexual orientation, age, national origin, citizenship, physical or mental handicap, or status as a disabled person.

Note: There are no relocation allowances for this position.

To apply for this position (deadline: 08th June 2013), please send cover letter and CV via email, fax or regular mail to:

MSH SCMS Project – Technical Advisor, Northern sub team

25 Bui Thi Xuan

Hanoi, Vietnam

Fax: + 84 4 3 945-4563

Or email to : mshhr@msh.org

Only short-listed candidates will be contacted for interviews.