

EMPLOYMENT OPPORTUNITY

Management Sciences for Health is currently seeking a highly qualified Assistant Program Associate (APA), Logistics Management 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

I. OVERALL RESPONSIBILITIES

The Assistant Program Associate, Logistics Management, supports SCMS technical activities in Vietnam geared to assist HIV/AIDS patients. He or she works closely with the Logistics Advisor and Logistics Program Associate to strengthen the pharmaceutical/commodity management in support of the U.S. President's Emergency Program for AIDS Relief (PEPFAR) for Anti Retroviral Therapy (ART) including management of Opportunistic infections (OIs) and laboratory supplies. The Assistant Program Associate (APA) coordinates the importation of SCMS-procured drugs and medical supplies and the in-country distribution of those commodities through local distribution agents. The PA also assists the Logistics Advisor and Logistics Program Associate in overseeing the contracts with the distribution agents. The PA serves as a liaison to the SCMS Project Management Office (PMO) units in Washington, DC, the Vietnamese Customs authority, the Government of Vietnam and other international partners. The Assistant PA for Logistics supports the development and improvement of site-reporting and commodity management systems.

II. SPECIFIC RESPONSIBILITIES

1. Coordinate importation of medicines and lab supplies into Vietnam. Ensure that paperwork is correct and meets Government of Vietnam requirements; act as a liaison between SCMS PMO Units (In-Country Operations Management, Procurement and Freight and Logistics), and the local importing agents and Government of Vietnam
2. Coordinate extensively with the relevant officers at all levels of the public health structure, to ensure that they are fully aware of all planned importation and distribution of commodities, and that full opportunity for their active participation and involvement is provided in all activities, and that all the necessary permissions, approvals and authorizations are obtained for all planned activities relating to importation and distribution of medicines and supplies

3. Manage the in-country procurement process conducted by selected local vendors for medicines and commodities; assure that all paperwork is completed properly
4. With the Logistics Advisor and Logistics Program Associate, supervise the operation of the appointed storage and distribution agents. Review storage conditions and inspect warehouses to ensure compliance with minimum storage standards; do scheduled and unscheduled spot checks on inventory
5. Manage the monthly stock distribution to co-coordinating between Pharmacy Program Associates, the Quantification team and other partners ensuring the process runs smoothly and accurately. Ensure warehouses in Hanoi and Ho Chi Minh City have enough stock to meet the requirements of the distribution, reallocating stock between warehouses where necessary.
6. Provide inputs relating to commodity management into the Standard Operating Procedures (SOPs) development process for centers and structures supported by the program at hospitals and health centers providing ART services in Vietnam, including but not limited to the mapping of lead-times, documenting existing processes, and developing improved processes.
7. Provide commodity-related inputs to quantification, particularly stock on hand information, including expiry dates, of commodities procured by SCMS. Assist in supply planning exercises to determine the timing and quantity of new commodities needed.
8. Collaborate with all local stakeholders and implementing partners, especially the Ministry of Health (particularly the Vietnam Administration for AIDS Control), Clinton HIV/AIDS Initiative, GFATM, World Bank, WHO, and other US and international implementing partners in order to ensure that all activities conform to the requirements and regulations in force in Vietnam.
9. Participate in the planning and delivery of commodity management training programs targeted to commodity management staff in Vietnam.
10. Develop appropriate technical reports and submit to the Logistics Advisor and Logistics Program Associate
11. Perform other duties as assigned.

III. QUALIFICATIONS:

1. Bachelors degree in logistics management, public health, pharmacy, or other related field, or a combination of education and relevant experience

2. Demonstrated experience working within the public or commercial sector in the management of the importation, procurement, warehousing and distribution of medicines for use in the public health service or other related area.
3. Experience and knowledge in the application and management of logistics management information systems (LMIS) desirable.
4. Long-term working resident experience in Vietnam with an understanding of the Vietnam public health system. Vietnamese language essential.
5. Excellent interpersonal skills and demonstrated ability to interact professionally with a diverse staff, clients and consultants.
6. Exceptional communications skills and fluency in the English language, including reading, writing and speaking skills essential. This is an absolute requirement and will be tested.
7. Computer skills including spreadsheet, word processing, presentation, and electronic mail; Microsoft Office Suite preferred.
8. Ability and willingness to travel in Vietnam (20% of time)

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: This is a Hochiminh City based position. There are no relocation allowances for this position.

To apply for this position (deadline: 26 September 2009), please send cover letter and CV via email, fax or regular mail to:

MSH/SCMS Project – Assistant Logistics Program Associate Position
25 Bui Thi Xuan
Hanoi, Vietnam
Fax: + 84 4 3 945-4563

Or email hanguyen@vn.pfscm.org

Only short-listed candidates will be contacted for interviews.