



POSITION DESCRIPTION
Center for Pharmaceutical Management (CPM)
Supply Chain Management System (SCMS) Project

JOB TITLE: Senior Program Associate, Methadone/Pharmacovigilance
Program Technical Advisor

LOCATION: Hanoi, Vietnam

OVERALL RESPONSIBILITIES

The Senior Program Associate- Methadone / Pharmacovigilance Technical Advisor supports SCMS technical activities in Vietnam. He or she works closely with the Country Director and the Senior Medicine Program Associate to strengthen 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 Senior Program Associate- Methadone/Pharmacovigilance program manager, provides technical leadership to the SCMS clinical site management team, and ensures coordination with key stakeholders and treatment site staff for the development and implementation of distribution, site reporting and commodity management systems. He or she also collaborates with other SCMS staff to ensure an uninterrupted quality supply of methadone, and other related commodities at target methadone program sites, and monitors appropriate dispensing, patient counseling, and rational use of these medicines. In collaboration with SCMS staff he/she will be responsible for developing a sustainability strategy for the methadone program and support capacity building within the MOH of Vietnam. He or she will be the in country technical lead for the area of Pharmacovigilance and will be responsible for ensuring all MSH activities in the area of Pharmacovigilance are carried out and collaborate closely among different projects within MSH to successfully support the Government of Vietnam's Drug Information and Adverse Drug Reaction initiative.

SPECIFIC RESPONSIBILITIES

1. Working closely with the Country Director, lead the Methadone/Pharmacovigilance technical strategy in meeting all MSH goals and objectives, and ensure the completion of all work-plan activities.
2. Assist the Country Director with drafting components of the COP relative to the methadone and PV programs

3. Continuously monitor methadone stock levels at methadone are and treatment facilities and central distribution warehouses; coordinate procurement of methadone and related commodities to ensure an uninterrupted supply.
4. Review pharmacy program associate methadone reports and collect and maintain data base for documenting site support including site locations, reports, equipment procurement, and training of clinical site personnel.
5. Coordinate and monitor inspection/evaluation visits to each site to assess implementation of recommendations for improvements at methadone sites, and provide SCMS pharmacy program associates and site staff with on-the-job training, if needed, to address identified problems. Prepare summary written report of these findings by Province and share with VAAC, USAID and other key partners.
6. Collaborate closely with the Senior Medicine Program Manager to ensure harmonization of overall strategy, activities, and trainings between Methadone/Pharmacovigilance and the ARV, OI program and included in the plan for transfer of capacity to the GVN.
7. Under the direction of the Country Director, coordinate with all relevant parties, especially VAAC, CDC, FHI, World Bank, HUP and Central Pharmaceutical Company (CPC) #1, to ensure that the methadone distribution and reporting system process functions properly and that all parties receive the necessary information in a timely manner. Represent SCMS in partner or donor coordination meetings on pharmaceutical management issues, as requested.
8. Coordinate with relevant representatives at all levels of the public health system, especially the VAAC, to ensure that they are fully aware of all planned activities, that opportunities for their active participation and involvement is provided in all activities, and that necessary permissions, approvals and authorizations are obtained for all planned activities relating to Methadone and Pharmacovigilance.
9. Actively engage the host government counterparts in development of long range strategic planning to ensure a sustainable Methadone program and robust DI ADR reporting system is in place.
10. Facilitate the distribution of methadone according to National Standard Treatment Guidelines in target facilities to ensure their availability and use. This may include management of non-PEPFAR commodities, as requested by the MOH and/or USAID.
11. Lead the development and implementation of pharmacy standard operating procedures:
 - a. Provide inputs relating to commodity management into the standard operating procedures (SOPs) development process for facilities supported by the program

- b. Support pharmaceutical management staff at implementation sites in applying pharmaceutical SOPs to ensure effective ordering, storage, distribution, and use of pharmaceuticals and other commodities
 - c. 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
- 12. Collaborate with staff at the target provincial, district and health center level and VAAC to plan and implements a management information system in accordance with adopted SOPs; monitor the reporting system at district, provincial, and national levels functions to ensure it functions properly.
- 13. Develop and maintain a training program for clinical Methadone site dispensers, by providing technical inputs for SCMS training coordinator to prepare workshops and training modules. Ensure that adequate controls on training quality and documentation exist. Ensure that existing training materials such as posters are kept up to date and disseminated. Assist Government agencies such as MOH, VAAC, DAV and other partners in designing, organizing and conducting training for pharmacist/nurse dispensers on how to manage, store, dispense and maintain inventory of methadone.
- 14. Prepare requests for short term technical assistance for the SCMS Methadone activities and all Pharmacovigilance activities support as needed and coordinate visits of international technical experts in Vietnam
- 15. Represent SCMS at all partners' clinical meetings as the Methadone/Pharmacovigilance expert. Review current clinical literature on Injection Drug Users Treatment and Pharmacovigilance. Be the SCMS in-country expert on Methadone treatment regimens, protocols, as well as active and passive surveillance for pharmacovigilance activities offering information to SCMS staff and PEPFAR partners and VAAC.
- 16. Other duties as assigned.

QUALIFICATIONS:

1. Advanced degree in pharmacy such as Pharmacy Doctorate required or M.S. in pharmacy; additional training in public health desirable
2. Demonstrated combination of experience working within the public health sector in pharmaceutical management, management of the procurement, distribution, and use of narcotic medicines, Specific experience in methadone programs and/or pharmacovigilance activities highly desired. public health and clinical medicine, and international NGOs.
3. Demonstrated experience in senior technical role, including writing of technical reports, abstracts and presentations
4. As the Pharmacovigilance project expands the ability to take on management and supervisory responsibilities.
5. Experience in making presentations to local and international bodies.

6. Strong interpersonal skills, ability to work in a team environment, and to work effectively with both internal and external colleagues. Ability to work with central, provincial and district level health department professionals as well as non-governmental organizations and university-based professionals
7. Demonstrated computer skills in MS Office Suite applications, including Word, Excel, PowerPoint, and Outlook; Microsoft Office Suite preferred.
8. Ability and willingness to relocate to Vietnam.
9. Ability and willingness to travel approximately 25% of the time in Vietnam.
10. Fluency in speaking and writing English. Fluency in speaking and writing Vietnamese is a plus.

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Note: Relocation and allowances are available for this position

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