

EMPLOYMENT OPPORTUNITY

Management Sciences for Health is currently seeking a highly qualified Program Associate, Pharmaceutical 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 Program Associate, Pharmaceutical Management supports SCMS technical activities in Vietnam. He or she works closely with the Senior Medicines Program Manager 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 Program Associate coordinates with key stakeholders and treatment site staff for the development and implementation of distribution, site reporting and commodity management systems. He or she collaborates with other MSH staff and partners to ensure an uninterrupted quality supply of antiretrovirals (ARVs), medicines for opportunistic infections (OIs) and other related commodities at target ART program sites, and monitors appropriate dispensing, patient counseling, and rational use of these medicines.

II. SPECIFIC RESPONSIBILITIES

1. Under the supervision of the Senior Medicines Program Manager evaluate the readiness of new treatment sites for ARV management, including medicine storage conditions, dispensing practices, and interactions with patients.
2. Conduct regular monitoring visits to each site to assess implementation of recommendations for improvements, and provide site staff and local counterparts in Provincial AIDS Centers (PACs) with on-the-job training, if needed, to address identified problems. Prepare a written report of these findings and share with dispensers and management of each treatment site, the PEPFAR partners that support the respective treatment sites, and USAID, CDC, and other key partners. Current sites include outpatient and **other remote clinics** in northern Vietnamese provinces, including Quang Ninh, Son la, Hoa Binh, Lao Cai and Cao Bang. New clinics and provinces maybe added at any time.
3. Coordinate with the Senior Medicines Program Manager to ensure that representatives of the PEPFAR sites and the Vietnam Administration for AIDS Control (VAAC) are fully engaged in a commodity management supervision/feedback system.
4. Under the direction of the Senior Medicines Program Manager, coordinate with all relevant parties, especially CDC, Life Gap, FHI, Pact, WWO, Clinton Foundation and Central Pharmaceutical Company (CPC) #1, to ensure that the distribution and reporting system process for ARVs/OIs 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.

5. Coordinate with relevant representatives at all levels of the public health system 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 ARVs, OIs and related medicines.
6. As directed by the Senior Medicines Program Manager, develop and submit technical reports:
 - a. Gather data on consumption of ARVs, OIs and related medicines in implementation sites for development of the monthly distribution plan and for reporting purposes
 - b. Monitor the medicine stock and usage levels and prepare regular monthly reports on the stock status and forecast usage scenarios
 - c. Prepare ARV, OI and related medicines quantification reports for the USG supported implementation sites
 - d. Develop other appropriate reports, as requested
7. Facilitate the availability and dissemination of ARVs, OIs 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.
8. Participate in 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
9. Collaborate with facility staff at implementation sites 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.
10. Facilitate the availability and dissemination of training materials and guidelines to treatment sites, all active partners, and institutions involved in the training of pharmacists and dispensers in Vietnam.
11. Collaborate with staff at the target district and health center level to ensure that a management information system is established according to adopted SOPs and that the system of reporting to the district, provincial, and national levels functions properly.
12. Perform other duties as assigned.

III. QUALIFICATIONS:

1. Degree in pharmacy or other health related field, or a combination of education and relevant experience in pharmaceutical management.
2. Demonstrated experience working within the public health sector in the management of the procurement, distribution, and use of medicines.

3. Experience and knowledge in the application and management of pharmacy systems for ARVs, OIs and related medicines desirable.
4. Long-term working resident experience in Vietnam with an understanding of the Vietnamese public health system.
5. Excellent interpersonal skills and demonstrated ability to interact professionally with a diverse staff, clients and consultants. Ability to work under high pressure.
6. Fluency in Vietnamese with proficiency in English language, including reading, writing and speaking skills.
7. Demonstrated computer skills in MS Office Suite applications, including Word, Excel, PowerPoint, and Outlook; Microsoft Office Suite preferred.
8. Ability and willingness to travel approximately **40 to 50%** 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.

To apply for this position (deadline: 04 January 2010), please send cover letter and CV via email, fax or regular mail to:

MSH/SCMS Project –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.