

Annex 8: Position Description

**Principal Recipient
Position Description**

Position Title	Senior Procurement Officer	Grade	
Bureau/Department	Procurement Unit		
Reports to	PIP Manager, Director		
Background/Main Role of Position	<p>The National Centre for Parasitology, Entomology and Malaria Control (CNM), Ministry of Health which malaria is the largest disease-specific program. While the national malaria program was initially implemented vertically, it has progressively become more decentralized and integrated into the existing public health system. Staff at the PHD and OD levels are responsible for supervising and providing management oversight of health facilities that provide testing and treatment services and that perform activities related to surveillance, vector control, and IEC/BCC. PHD and OD staff are also critical in ensuring quality of MIS data and using data for decision making.</p> <p>The CNM has been largely supported by the Global Fund for AIDS, Tuberculosis, and Malaria (GTAFM) 2004, and increased support is provided through the Regional Artemisinin Initiative (RAI, 2014-2017) and the current RAI2E (2018-2020), with an objective to accelerate efforts and eliminate P. falciparum malaria by 2020 and all malaria species by 2025.</p> <p>During the RAI2E implementation period, CNM implemented as a government implementing partner and with the United Nations Office for Project Services (UNOPS) as principle recipient (PR). All contract staffs who implement RAI2E project funded by Cambodia government contribution.</p> <p>CNM, in collaboration with UNOPS as PR and other partners, endeavours to ensure more effective malaria control operations at provincial and operational district levels and bring down the malaria related morbidity and mortality in the country.</p> <p>This recruited position “the senior Procurement Officer” was under supervision of the PIP Manager and was responsible for:</p>		

Responsibilities

Responsibility 1:	Develop procurement plan, using appropriated formats required by the Grant Fund (GFATM/UNOPS).
Activities	<ul style="list-style-type: none"> • Work closely with focal person of UNOPS procurement, CNM Finance unit and other related units.

Responsibility 2:	Collaborate with CNM Logistic manager to prepare yearly forecasting of Pharmaceutical and Health Product & update quantification of forecasting based on actual need by Program for the next following plan. Further play pro-active key role in logistics management and distribution of all health and non-health supplies through PR-UNOPS and direct procurement by CNM if any, especially for storage, transportation and distribution of bed nets for malaria programme.
Activities	
<ul style="list-style-type: none"> • Working closely with Central Medical Store (CMS) of Ministry of Health, CNM logistic manager, and Malaria Data- Management unit on updated/checked stock record in order to avoid stock out. • Ensure all health products were distributed to the targets on time as planned. • Manage direct procurement (as CNM threshold) as required by the CNM. 	

Responsibility 3:	Liaise with Specific Technical Units to identify Technical Specifications of health and non-health products through standardization aggregation and leverage.
Activities	
<ul style="list-style-type: none"> • Work with specific technical team on development of technical specifications of related items to be procured. • Use update list of WHO pre-Qualified list of Pharmaceutical products, LLIN&LLIHN, Rapid Diagnosis Test. 	

Responsibility 4:	Ensure the requests of all pharmaceuticals products to be purchased by PR UNOPS are submitted timely and ensure health and non-health products are delivered as planned by working closely with CMS of Ministry of Health and Operational District Stores and in collaboration and cooperation with UNOPS. In addition, conduct procurement of health and non-health items of value less than USD 2500 as per approved procurement plan in line with agreement and following international procurement standards and procedures.
Activities	
<ul style="list-style-type: none"> • Follow up the procurement schedule/process with PR UNOPS. • Facilitate in storage and distribution of pharmaceuticals product and non-health product procured by PR UNOPS. • Follow up the distribution schedule as per plan. • Monitor goods arrived to end-users. • Assist senior procurement officer to check inventory list under GFATM 	

Responsibility 5:	Lead and support procurement and logistics team to initiate on supply and monitoring planning in conjunction with stakeholders. Manage, supervise and guide the procurement team including knowledge transfer, training and capacity building.
Activities	
<ul style="list-style-type: none"> • Prepare distribution plan for items has been procured. 	

- Conduct monitoring/supervision to ODs/HCs on their consumption; find out if they have problem occurred at their levels and report to Manager.
- Coordinate with Logistic Manager on preparing of stock record at CMS and ODs Levels and also update an inventory list of Non Health Product at Provincial Levels (ODs and HCs).

Responsibility 6:	Participation on reviewing and revising the SoP of Quality Testing for Pharmaceutical and Health products.
Activities	
<ul style="list-style-type: none"> • Collaborate with UNOPS/PR, CNM, CMS and DDF team and stakeholder. 	

Responsibility 7:	Process the recruited staff and consultant
Activities	
<ul style="list-style-type: none"> • Arrange and coordinate recruitment with relevant hiring staff/consultant 	

Responsibility 8:	Reporting & Audit requirements:
Activities	
<ul style="list-style-type: none"> • Ensure that all procurement and Logistics files are kept securely, updated and backed up so that management or audit can assess relevant information easily. 	
<ul style="list-style-type: none"> • Development of a more efficient reporting system to allow more efficient donor reporting and audit. (Quarterly, semi-annual report, annual report). 	
<ul style="list-style-type: none"> • Perform the role of oversight function, reporting and addressing all audit queries and response to PIP-Manager for further to PR UNOPS and Global Fund. 	

Responsibility 9:	Budget Accountability
Activities	
<ul style="list-style-type: none"> • Review Procurement Budget Plan; develop on operational costs in relation to budget submission. 	
<ul style="list-style-type: none"> • Measure planned to actual performance 	
<ul style="list-style-type: none"> • Review procurement budget status and request for budget reallocation if required. 	

Responsibility 10:	Others performance assigned by PIP Manager, Director
Activities	
<ul style="list-style-type: none"> • Regular monthly report of implemented activities to PIP Manager 	

- Commit and implement other tasks which assigned by PIP Manager and Director

Person Specification

Experience	Essential:	<ul style="list-style-type: none"> • Master Degree with minimum 5 years of relevant experiences or Bachelor Degree with minimum 7 years of relevant experiences. • Analyzing complex situations and making effective recommendations that get implemented. • Successful negotiations with internal and external stakeholders in complex environments. • Experience with assessing and implementing team improvements and building capacity in teams. • Experience in prioritizing tasks for an effective time management system. • Experience working in or consulting to the health care sector or significant donor funded programs preferred.
	Desirable:	<ul style="list-style-type: none"> • Finance or Business Administration
Specific Skills and Knowledge	Essential:	<ul style="list-style-type: none"> • Proven time Management skills
		<ul style="list-style-type: none"> • Project management discipline
		<ul style="list-style-type: none"> • Advanced Negotiation skills
		<ul style="list-style-type: none"> • Excellent interpersonal and social skills
		<ul style="list-style-type: none"> • A commitment to continuous improvement
		<ul style="list-style-type: none"> • Excellent problem solving skills and techniques.
Qualifications and Training	Essential:	<ul style="list-style-type: none"> • Pharmacist, Management, Procurement and Logistic or any other field related to Job descriptions
	Desirable:	<ul style="list-style-type: none"> • Fluent in Khmer and English and high level of verbal and written communication skills in both.

Signature

PIP Manager

Signature

CNM Director

DATE

DATE
