

Principal Recipient Position Description

Position Title	Procurement and Supply Management Officer (PSM Officer)
Bureau/Department	Technical Bureau
Reports to	PIP Manager, Director
Background	The National Centre for Parasitology, Entomology and Malaria Control (CNM), has been implementing a strengthened and comprehensive malaria program since 2004 through a series of grants received from the Global Fund for HIV/AIDS, TB, and Malaria (GFATM). CNM's strategies and plans align with targets envisioned in Cambodia's Malaria Elimination Action Framework – 2 (MEAF-2), which aims to accelerate efforts and eliminate <i>P. falciparum</i> malaria by 2023 and all malaria species by 2025. CNM is undergoing grant application to continue implementing its comprehensive malaria program for 2021-23 where UNOPS will act as the Principal Recipient (PR) for the third implementation period under the Regional Artemisinin-resistance Initiative – 3 Elimination (RAI3E). CNM is designated as the Principal Implementing Partner (PIP) and, in collaboration with UNOPS and other partners, endeavors to facilitate more effective decentralized malaria control operations at provincial and operational district levels and eliminate malaria in the country.

Main roles and responsibilities of the position

This recruited position “Procurement and Supply Management Officer” will be under the supervision of the PIP Manager and will be responsible for:

Responsibility 1:	Commodity Forecasting: Support Senior procurement officer in preparing and conducting the annual quantification exercises for health and non-health commodities based on the need for program implementation and PR guidelines
Activities	
<ul style="list-style-type: none"> Download, clean, and conduct analyses of demographic and malaria service data from the national HMIS and MIS Assist Senior Procurement officer to work with the Technical Bureau and provide inputs in commodity quantification and procurement including forecasted and procured quantity, historical unit costs, price discovery, and desired specifications Assist CNM and MIS team to validate the MIS quantification tool inputs and outputs, and help to conduct updates as needed for commodity forecasting methodology including organizing the PSM-SWG . 	

Responsibility 2:	Technical Specifications of procured commodities: Assist Senior Procurement officer to liaise and communicate with specific units within CNM to identify the technical specifications of the procured health and non-health products through standardization aggregation and leverage.
Activities	
<ul style="list-style-type: none"> • Work with various units within CNM on the development of technical specifications of items to be procured. • Use the updated list of WHO Prequalification of Pharmaceutical products, Rapid Diagnostic Tests (RDT), LLINs and LLIHNS, and other health and non-health commodities if available for the procurement 	

Responsibility 3:	Supply planning, Procurement Plans, and related activities: Support Senior Procurement Officer to prepare regular supply plans in standardized templates as per the PR guideline and gather information for submitting requests of all procured health and non-health commodities to PR UNOPS and ensure that the procured products arrive and are delivered to service delivery points in a timely manner.
Activities	
<ul style="list-style-type: none"> • Assist Senior Procurement Officer to develop procurement plans in close collaboration with PR's procurement point of contact, Technical Bureau, CNM Finance unit, and other related units • Assist Senior Procurement Officer to submit the procurement requests to PR UNOPS and gathering relevant information required to be submitted with procurement requests. This may include budget appropriation, technical specifications, and distribution plans • Take full ownership to update and maintain CNM's procurement tracker for all health and non-health commodities to ensure timely implementation of procurement processes and follow up the procurement schedule with PR UNOPS. • Work with UNOPS and CMS to prepare supply plans, mission orders, and other documents to ensure goods are delivered to service delivery points in a timely and cost-effective manner • Closely monitor the delivery of procured commodities to the requested CNM units or/and service delivery points • Prepare the quarterly report of the procurement updates, challenges, and action plans and present it to the CNM management team 	

Responsibility 4:	Participation in reviewing and revising the Standard Operating Procedure (SoP) of Quality Testing for Pharmaceutical products.
Activities	
<ul style="list-style-type: none"> • Collaborate with PR UNOPS, CNM, CMS, and DDF team and stakeholders to review the SoP of quality testing for pharmaceutical products and engage in the implementation accordingly. 	

Responsibility 5:	Distribution and stock monitoring: Support Senior procurement officer and Pharmacy unit to prepare distribution plan, update the inventory list, and monitor the stocks of commodities to prevent undue expiries and ensure sufficient stock plus minimum stock requirements in all districts and points of
Activities	
<ul style="list-style-type: none"> • Prepare the distribution plan of the procured commodities while liaising with technical partners and CNM units • Assist the Pharmacy unit to facilitate the appropriate storage of health and non-health products procured by PR UNOPS if required. • Assist Senior Procurement Officer to regularly update and review the inventory list of commodities procured under GFATM and ensure the MIS collects data for all relevant commodities • Assist Senior Procurement officer to work closely with Central Medical Store (CMS) of Ministry of Health, Chief of Pharmacy Unit and Malaria Information Management (MIS) to closely monitor the stocks at national and subnational levels to prevent any low stock levels or stockouts • Participate in the on-site supervision at OD and HC to identify the problems occurring at the subnational level and report to Senior Procurement Officer and PIP manager. • If low stock or stock outs are identified, work closely with the Pharmacy unit to prepare emergency distribution plan of key malaria commodities and pick up once required to ensure continuity of diagnosis and treatment services at all points of care in Cambodia 	

Responsibility 6:	Reporting & Auditing
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 auditor can easily assess relevant data and information • Assist the pharmacy unit in making reporting systems more efficient through standardization for better donor reporting and auditing based on quarterly, semesterly, or annual reports • Perform the roles of the oversight function, address all audit queries, and report to PIP manager for further responses to PR UNOPS and Global Fund. 	

Responsibility 7:	Budget Accountability
Activities	
<ul style="list-style-type: none"> • Work with program teams to review budget plans for procurement • Review the status of the pharmacy budget along with need and request budget allocation, if required 	

Responsibility 8:	Others performance assigned by PIP Manager and CNM Director
Activities	
<ul style="list-style-type: none"> • Regular monthly report of implemented activities to PIP Manager • Commit and implement other tasks related to procurement and supply management assigned by PIP Manager and CNM Director 	

SOP-PR Recruitment

Last update 22 December 2020

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Person Specification

Qualification and Experience	Essential:	<ul style="list-style-type: none"> Bachelor's degree with a minimum of 3 years of relevant experience Ability to analyze large data sets from multiple sources to make effective recommendations that get implemented for lasting positive impact. Successful negotiations with internal and external stakeholders in complex environments. Experience with assessing and implementing team improvement and capacity building. Experience in prioritizing tasks for an effective time management system.
	Desirable:	<ul style="list-style-type: none"> Master's degree of Business Administration either ongoing or completed recently or experience in Procurement and Logistics or any other field related to the Job description Bachelor's degree in finance and business administration/pharmacy/social science/public health with 2 years of experience in procurement and supply chain management. Experience working in or consulting to the health care sector or significant donor-funded programs preferred.
Specific Skills and Knowledge	Essential:	<ul style="list-style-type: none"> Proven time management skills
		<ul style="list-style-type: none"> Ability to work effectively in a high-pressure, unstructured environment and handle multiple tasks simultaneously
		<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.
		<ul style="list-style-type: none"> Proficiency working with Microsoft Office (Microsoft Excel, Microsoft Word, PowerPoint, and Outlook)
	Desirable:	<ul style="list-style-type: none"> Fluent in Khmer and English and high level of verbal and written communication skills in both languages.
	Desirable:	<ul style="list-style-type: none"> Understanding of donor-funded procurement policy and processes.

Signature


DR. SIV SOVANNAROTH
 PIP Manager

Signature


DR. HUY REKOL
 GNM Director

DATE

04 January 2021

DATE

05 January 2021

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