



Pan American  
Health  
Organization



World Health  
Organization  
REGIONAL OFFICE FOR THE  
Americas

**World Health Organization/Organización Mundial de la Salud  
Pan American Sanitary Bureau/Oficina Sanitaria Panamericana**

**POST DESCRIPTION**

**Job Identification: CCOG 1.A.02  
Job Profile: J2017**

**Duration of Post:  Limited  
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, Regional Revolving Funds	PRFN	P16728	P04	Bridgetown, Barbados

**OBJECTIVE OF THE OFFICE/DEPARTMENT**

The RRF special program comprises two funds - the Revolving Fund for Access to Vaccines (RF) and the Strategic Fund for Public Health Supplies (SF). The special program is commissioned to facilitate cross-functional integration, collaboration, and optimization of processes and value-added services between the SF and RF to address new and evolving strategic and technical needs of Member States for vaccines and strategic public health supplies. The RF is a technical cooperation mechanism that ensures equitable access to safe, effective, and affordable vaccines by pooling vaccine demand from Member States. The SF is a technical cooperation mechanism to improve access to quality-assured, safe, effective, and affordable essential medicines and strategic public health supplies. The RF and SF provide technical cooperation to Member States throughout the supply chain and are central components of PAHO's strategy to move towards Universal Health.

**ORGANIZATIONAL CONTEXT**

The incumbent is a member of the Regional Revolving Funds (RRF), supporting the technical cooperation activities included in the Biennial Work Plan (BWP), with emphasis on increasing access to and strengthening the delivery and management of medicines, vaccines, and other strategic health supplies. The incumbent will provide technical cooperation to Member States coherent with strategic orientations provided through Resolutions of the PAHO Governing Bodies and the overarching strategic plan of RRF in accordance with the priorities defined by countries and objectives presented in new and ongoing projects. The incumbent will develop strategies and activities in the Caribbean sub-region to increase equitable access to vaccines, essential medicines, and strategic public health supplies by leveraging the RRFs to promote efficiencies and strengthen end-to-end supply chain management capabilities and capacities, including but not limited to demand forecasting.

**SUMMARY OF RESPONSIBILITIES**

Under the general guidance of the Executive Manager, Special Program, Regional Revolving Funds (RRF), and the direct supervision of the Chief of the Revolving Fund for Access to Vaccines (RRF/RF), the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

- a) Develop and drive the implementation of individual annual work plans for each country in close coordination with the PWRs, and Technical Units (HSS, CIM, CDE, NMH, IMT, PRO, etc.) at the country offices, and HQ to address access to vaccines, medicine, and health technology barriers and opportunities through the RRF;
- b) Collaborate with and advise national authorities on the RRF processes and procedures in defining the corresponding technical cooperation program and monitoring progress;
- c) Provide technical support and coordinate administrative and technical areas at national entities to promote the RRF in articulation with PAHO HQ;
- d) Provide technical, timely and accurate support on demand planning and forecasting and consolidation, and advise on the selection of health supplies, including vaccines, immunization supplies, medicines, diagnostics, medical counter measures (MCM) and strategic health technologies through closely collaborating with the Ministry of Health (MOH) and PAHO country stakeholders;

- e) Conduct in-depth needs assessment to pinpoint opportunities for enhancing access to essential health supplies, including overcoming health technology hurdles. Leverage the RRF as a critical tool to identify, prioritize and address gaps in health supply access, ensuring affordable and quality – assured solutions;
- f) Oversee and facilitate the RRF procurement processes for vaccines, medicines and health technologies ensuring seamless collaboration on technical specifications, quantity verification, shipping document checks and other technical requirements. Manage and monitor the entire procurement cycle, from end-to-end planning to deliver, payment and claims proactively identifying and resolving issues as necessary to ensure smooth and efficient RRF operations;
- g) Provide technical expertise on the characterization, analysis, and co-creation of health supply and supply chain management, including cold chain strengthening plans in collaboration with the MOH and country office focal points guided by the RRF Supply Chain Advisors. Support targeted market information sharing and communication efforts towards relevant national health programs and national officers for vaccines, essential medicines, strategic health supplies, cold chain equipment, safe injection devices, and all products offered by the RRF;
- h) Support the MOH in analyzing health supplies stock monitoring and generating projections on stock consumption under the guidance of RRF Supply Chain Advisors and collaborate with relevant stakeholders to mitigate any supply risks;
- i) Provide support to member states throughout the RRF utilization process, from needs assessment and access requests to monitoring and balancing the line of credit. Additionally, guide the development and submission of required plans and documents, including procurement and payment schedules;
- j) Provide comprehensive support to strengthen, monitor and evaluate the country's participation in the RRF. Analyze the overall RRF function (political, technical) to optimize the RRF technical cooperation at the national level;
- k) Facilitate the implementation of digital platforms/tools developed by PAHO, including but not limited to the RRF Member StatePortal, Quantmet, and QuanTB. Promote their benefits and use by national programs and authorities;
- l) Verify the information provided on the selected country and regional KPIs and proactively look for opportunities to improve the effectiveness and efficiency of the RRF's processes and outcomes;
- m) Perform other related responsibilities as requested by the direct supervisor(s).

## KEY BEHAVIORAL COMPETENCIES

**Overall attitude at work:** Maintains integrity and takes a clear ethical approach and stance; demonstrates commitment to the Organization's mandate and promotes the values of the Organization in daily work and behavior; is accountable for work carried out in line with own role and responsibilities; is respectful towards, and trusted by, colleagues and counterparts.

**Respecting and valuing individual differences:** Treats everyone with dignity and respect, fostering positive relationships with everyone. Reflects on personal behavior to avoid stereotypes and considers situations from the perspective of others.

**Teamwork: Collaborate and cooperate with others** - Works collaboratively with team members and counterparts to achieve and build rapport; helps others when asked; accepts joint responsibility for the team's successes and shortcomings.

**Communication: Write effectively/Share knowledge** - Writes down ideas in a clear, structured, logical and credible way; drafts and supports the development of guidelines, policies and procedures. Shares relevant information openly and ensures that the shared information is understood; considers knowledge sharing as a constructive working method and demonstrates awareness of the Organization.

**Producing Results: Work efficiently and independently/Deliver quality results** - Monitors own and others' work in a systematic and effective way, ensuring required resources and outputs. Aligns projects with Organization's mission and objectives. Consistently solves own and team's problems effectively as needed. Proactively engages in projects and initiatives, accepting demanding goals, in line with Organizational Strategies and Program of Work. Demonstrates accountability for work of team and sets an example, while explicitly articulating lessons learnt for own and team's benefit.

**Ensuring effective use of resources: Strategize and set clear objectives/Monitor progress and use resources well** - Sets specific, measurable, attainable, realistic and timely objectives for own team and/or the Organization; systematically analyses and anticipates priority projects for own team and allocates necessary resources to achieve them; identifies the cross-Organizational resources needed for large- scale projects in line with key Organizational

objectives. Anticipates foreseeable changes and adapts own and team's projects in the face of unforeseen circumstances and/ or challenges; creates measures and criteria to monitor progress of overall projects against key Organizational objectives; creates cost-effective solutions for the Organization.

**Building and promoting partnerships across the Organization and beyond: Develop networks and partnerships and encourage collaboration** - Builds and negotiates strategic partnerships and alliances with a wide range of key stakeholders to ensure Organizational results and success. Creates innovative opportunities for promoting synergies inside and outside the Organization to improve Organizational success.

## TECHNICAL EXPERTISE

- Strong public health and strategic thinking background showing resourcefulness, initiative, and leadership qualities, with sound technical, analytical, conceptual, interpersonal, and communication skills; demonstrated ability to identify, assess, analyze, synthesize, and provide recommendations on key political and technical issues.
- Managerial skills for the development, implementation, and analysis of technical cooperation programs and activities, including budget programming and control.
- Knowledge and skills of best practices in public health supply chain management, logistics management, information systems and procedures for forecasting and estimating public health needs; knowledge of other critical processes related to the management of medicines and health technologies.
- Strong analytical, planning, and operational skills with expertise in predictive analysis.
- Ability to manage multiple issues and tasks in a complex organizational environment to re-prioritize actions at short notice.
- Knowledge of business and management principles involving strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.
- Strong professional oral and writing skills, including the development of reports, oral presentations, and technical/persuasive documents for consideration at the highest levels of the Organization.

## EDUCATION

**Essential:** A bachelor's **and** a master's degree in pharmacy, health sciences, public health, business administration, Supply Chain Management, public administration, economics, industrial engineering, epidemiology, or any other field related to the functions of the post from a recognized university.

**Desirable:** A PhD in a related field would be an asset.

## EXPERIENCE

**Essential:** Nine years of combined national and international experience in relevant areas such as health products forecasting analysis, health economics or policy analysis, health supply chains or health systems management.

**Desirable:** Experience in managing end-to-end health supply chains and work experience in the Americas and/or with international organizations would be an asset.

## LANGUAGES

Fluency in English or Spanish with a working knowledge of the other. Working knowledge of French would be an asset.

## IT SKILLS

Demonstrated ability to effectively use current technology and software, as well as Enterprise Resource Planning (ERP). Other IT skills and knowledge of software programs such as Microsoft Excel, Outlook, OneDrive, PowerPoint, Teams, SharePoint, and Word are considered essential.