



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

**POST DESCRIPTION**

**Job Identification: CCOG 1.I.06  
Job Profile: J1224**

**Duration of Post:  Limited  
 Indefinite**

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Advisor, National Pharmaceutical Supply Management, PROMESS	PRFP	7566	P04	Port-au-Prince, Haiti

**OBJECTIVE OF THE OFFICE/DEPARTMENT**

The primary objective of the Department of Health Systems and Services (HSS) is to strengthen health systems based on Primary Health Care, supporting universal access to health and universal health coverage. Its work encompasses the following areas: strengthening of health systems stewardship and governance to achieve universal access to health and address the social determinants of health, including social protection in health; strengthening of regulatory frameworks and financial protection for progressive realization of the right to health; organizing people-centered, integrated health service delivery; promoting access to and rational use of quality, safe, and effective health technologies; health policies, and technical cooperation; and developing human resources for health.

**ORGANIZATIONAL CONTEXT**

The incumbent participates as a member of a multidisciplinary group of international advisors providing technical cooperation to the country in the area of health systems and services, with specific responsibility for the management of the national Programme de Medicaments Essentiels (PROMESS) within the national pharmaceutical supply system, as well as technical assistance for the general management of pharmaceutical supplies. The Organization's program of work in this area aims to strengthen national capacity in comprehensive management including planning, procurement, supply management, and rational use of essential medicines. Using objective methodologies, the incumbent will assess management processes and develop technical cooperation interventions to strengthen management operations, with input from national authorities and partners when necessary. The Advisor will coordinate the development and implementation of the work-plan for PROMESS, strengthening the performance of the Program in accordance with the technical areas and administrative services within PAHO, and coordination with partners participating in and supporting the development of the national medicines supply system.

**SUMMARY OF RESPONSIBILITIES**

Under the general supervision of the PAHO/WHO Representative, and the direct supervision of the Advisor, Health Systems and Services, the incumbent is responsible for, but not necessarily limited to, the following duties:

- a) Provide technical advice and lead the implementation of the Programme de Medicaments Essentiels (PROMESS) Biennium Work Plan (BWP), including support to the development and strengthening of the national pharmaceutical supply system;
- b) Provide technical support and guidance to the Management Committee of PROMESS; promote and improve the degree of integration of the project within the national supply system in accordance with the strategic orientations of the Committee; develop and coordinate lines of action to contribute to the overall vision, mandates and objectives of the Program, including linkages with the Caribbean subregional measures to ensure availability of pharmaceuticals in case of emergencies;
- c) Develop mid-year and annual work plans and reports including indicators to measure and assess performance of the Program: prepare and present performance reports to the PROMESS Management Committee and the PAHO/WHO Representative in Haiti;

- d) Plan, manage and monitor overall business operations, including the improvement of the stock management, budget and financing processes; ensure use of appropriate systems and application of modern technology for inventory management and related administrative processes;
- e) Develop and/or update Standard Operating Procedures (SOPs) for PROMESS, in accordance with PAHO's rules and regulations, and ensure implementation by the team;
- f) Mobilize financial and technical resources to ensure funding of PROMESS; promote a permanent partnership with key bilateral and multilateral agencies and other partners, and implement advocacy strategies in support of the project;
- g) Ensure PROMESS activities are in line with priorities of the national health programs, particularly with the Essential Medicines Program; promote the essential medicines concept and the rational use of medicines within health institutions;
- h) Collaborate in the preparation of the Representation's Biennial Work Plan (BWP) and the execution of international cooperation, including the analysis of political, technical and socioeconomic realities;
- i) Contribute to the coordination of delivery of the Organization's technical cooperation and financial assistance, working as part of the team of consultants assigned to the Representative Office;
- j) When called upon to directly supervise staff, establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
- k) Perform other related duties, as assigned.

#### **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 negotiate 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**

- Theoretical and practical knowledge of pharmaceutical quality and regulatory issues; excellent knowledge of current international standards in Good Laboratory Practices, Good Manufacturing Practices, Good Procurement Practices, Good Storage and Distribution Practices.

- Theoretical and practical knowledge of the basic principles of management to include administration, finance and human resources. Sound knowledge of pharmaceutical markets.
- Expert knowledge of procurement, supply and distribution management especially in health/ pharmaceutical sector(s).
- Knowledge and skills in the formulation of technical cooperation interventions and in the development of criteria and instruments for evaluating program interventions.
- 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 university degree in a pharmaceutical science, management, administration, logistics and supply chain management, finance or related field, and a master's degree in business administration or procurement or in any other field related to the functions of the post from a recognized institution.

## EXPERIENCE

**Essential:** Nine years of combined national and international progressively responsible experience in general management in the public and/or private sector to include project management in the health-pharmaceutical sector and/or managing a large supply acquisition and distribution project in the humanitarian context.

**Desirable:** Work experience in the context of a health and humanitarian crisis would be an asset.

## LANGUAGES

Very good knowledge of French or English with a working knowledge of the other language. Knowledge of Spanish and/or Portuguese would be an asset.

## IT SKILLS

Demonstrated ability to effectively use a computer and utilize software programs such as Microsoft Office Word, Excel, PowerPoint and Outlook. Other IT skills and knowledge of other software programs such as Visio, Microsoft SharePoint and Project would be an asset.