



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.09
Job Profile: J1992**

Duration of Post: ☒ Limited
☐ Indefinite

<i>Title</i>	<i>Category</i>	<i>Position Number</i>	<i>Grade</i>	<i>Duty Station</i>
Technical Officer, Regional Revolving Funds	PRFP	P15952	P02	Washington, D.C.

OBJECTIVE OF THE OFFICE/DEPARTMENT

The RRF special program comprises two funds - Revolving Fund for Access to Vaccines (RF) and 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 through the pooling of 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 will be a member of the PAHO Revolving Fund for Access to Vaccines (RRF/RF) team, providing technical support to Member States through the Regional Revolving Fund processes. Within the team, the incumbent will contribute to coordinating a continuous and reliable flow of vaccines, syringes, and related supplies, while assessing and proposing improvements to ensure the long-term sustainability of the Funds. The incumbent will also play a key role in monitoring operations and supporting initiatives to enhance program efficiency.

SUMMARY OF RESPONSIBILITIES

Under the general supervision of the Chief, Revolving Fund for Access to Vaccines (RRF/RF) and the direct supervision of the Technical Officer, Revolving Fund for Access to Vaccines (RRF/RF) the incumbent is responsible for, but not necessarily limited to, the following assigned duties:

1. Vaccine Supply & Operations

- Support efficient, uninterrupted supply of vaccines and related products
- Align planned delivery with country demand and financial plans

2. Demand Planning & Data Collection

- Support timely submission and validation of country requirements
- Monitor demand, identify bottlenecks, and coordinate solutions

3. Procurement Oversight

- Review requisitions in PMIS
- Track procurement and supply against approved demand plans

4. Financial & Credit Management

- Coordinate the process for Lines of Credit requests and allocation
- Monitor Lines of Credit and Capital Accounts
- Ensure funding availability and compliance with SOPs

- Track repayments and follow up on arrears

6. Claims Management

- Oversee claims submission and resolution processes
- Verify documentation, provide guidance, and ensure timely closure

7. Process Improvement & Coordination

- Support operational efficiencies
- Coordinate with Country Offices and key internal units

9. Policy, Communication & Reporting

- Contribute to maintaining policies and SOPs updated
- Provide content for web/intranet and ensure timely responses and reporting

10. General Support

- Support capacity building initiatives
- 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.

Teamwork: Collaborate and cooperate with others. - Works collaboratively with team members and counterparts to achieve results; encourages cooperation and builds rapport; helps others when asked; accepts joint responsibility for the teams' successes and shortcomings. Identifies conflicts in a timely manner and addresses them as necessary; understands issues from the perspective of others; does not interpret/ attribute conflicts to cultural, geographical or gender issues.

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.

Communication: Express oneself clearly when speaking/Write effectively/Listen/Shares knowledge - Quality and quantity of communication targeted at audience. Listens attentively and does not interrupt other speakers. Adapts communication style and written content to ensure they are appropriately and accurately understood by the audience (e.g., power-point presentations, communication strategies, implementation plans). Shares information openly with colleagues and transfers knowledge, as needed.

Knowing and managing yourself: Manages stress/Invite feedback/Continuously learn - Remains productive even in an environment where information or direction is not available, and when facing challenges; recovers quickly from setbacks, where necessary. Manages stress positively; remains positive and productive even under pressure; does not transfer stress to others. Seeks feedback to improve knowledge and performance; shows self-awareness when seeking and receiving feedback; uses feedback to improve own performance. Seeks informal and/or formal learning opportunities for personal and professional development; systematically learns new competencies and skills useful for job; takes advantage of learning opportunities to fill competencies and skill gaps.

Producing Results: Deliver quality results/Take responsibility - Produces high-quality results and workable solutions that meet clients' needs. Works independently to produce new results and sets own timelines effectively and efficiently. Shows awareness of own role and clarifies roles of team members in relation to project's expected results. Makes proposals for improving processes as required and takes responsibility for own work and/or actions, as necessary. Demonstrates positive attitude in working on new projects and initiatives. Demonstrates accountability for own success, as well as for errors; learns from experience.

Moving forward in a changing environment: Propose change/Adapt to change - Suggests and articulates effective and efficient proposals for change as needed when new circumstances arise. Quickly and effectively adapts own work

approach in response to new demands and changing priorities. Is open to new ideas, approaches and working methods; adjusts own approach to embrace change initiatives.

TECHNICAL EXPERTISE

- Extensive knowledge of supply chain management, particularly in an international environment.
- Knowledge of cold chain technologies and systems for the conservation of vaccines.
- Ability to negotiate, influence and positively impact the generation and implementation of plans of utilization and optimization of the use of Revolving Funds.
- Ability to work harmoniously as a team member in a multidisciplinary and international environment.
- Ability to manage multiple issues and tasks in a complex organizational environment and to re-prioritize actions on short notice.
- Ability to integrate managerial and administrative inputs into recommendations for decision-making.
- Ability to prepare clear, concise and complete analyses, proposals, reports and other written materials; maintain accurate records and meet critical deadlines; research and analyze complex problems, evaluating varied information and data, either in statistical or narrative form and exercise sound judgment within established guidelines.
- Strong professional oral and writing skills in English and Spanish, 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 degree in business administration, industrial engineering, logistics, finance or any field related to the functions of the post, from a recognized university.

EXPERIENCE

Essential: Five years of combined national and international experience in logistics management with emphasis on vaccine management, international procurement, finance, and supply chain management.

LANGUAGES

Fluency in English or Spanish with working knowledge of the other. Knowledge of French and/or Portuguese would be an asset.

IT SKILLS

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