



## **Reproductive Health Commodity Security (RHCS) Officer**

<b>Job title:</b>	<b>Reproductive Health Commodity Security (RHCS) Officer</b>
<b>Level:</b>	<b>SB-5</b>
<b>Position Number:</b>	<b>00153830</b>
<b>Location:</b>	<b>Monrovia, Liberia (with possibility of traveling)</b>
<b>Full/Part time:</b>	<b>Full-Time</b>
<b>Fixed term/Temporary:</b>	<b>Service Contract</b>
<b>Rotational/Non Rotational:</b>	<b>Non-Rotational</b>
<b>Duration:</b>	<b>One year (renewable subject to performance and availability of fund)</b>

### **Background:**

The United Nations Population Fund (UNFPA), the United Nations Sexual Reproductive Health and Rights Agency, is recruiting personnel for the following position in the Liberia Country office:

### **Duties and Responsibilities:**

Under the overall guidance of the Resident Representative and the direct supervision of the Assistant Representative & Head of Programmes with support from the Reproductive Health Unit, the RHCS Officer shall ensure that UNFPA's contribution to the National Supply Chain System is streamlined with the objectives of the Global Programme on Reproductive Health Commodity Security (UNFPA Supplies) and support the delivery of Liberia 5<sup>th</sup> Country Programme.

The RHCS Officer shall spend 40 percent of his/her time at UNFPA and 60 percent at the Ministry of Health and shall undertake the following duties:

- Provide technical support to contribute to the institutionalization of a sustainable national RH commodity supply and logistics management system.
- Work closely with the supply chain management unit of the MoH to contribute to the development and formulation of national policy and plan of action in the areas of RHCS.
- Provide overall guidance required to strengthen and build national capacity in the use of management information for forecasting and quantification of RH Commodities in collaboration with the national Supply Chain Management System.
- Support the quantification and last-mile delivery of other drugs and medical supplies procured to deliver comprehensive SRHR & GBV Services
- Provide guidance in the formulation and institutionalization of a competitive and transparent contraceptive procurement system and plan in collaboration with partners.
- Provide strategic national technical guidance in the support of a functional electronic logistics management system for the overall management of RHCS in the Country with emphasis in selected counties supported by UNFPA.
- Provide evidence-based information for advocacy on contraceptive supplies and logistics management in the context of RHCS.
- Provide technical oversight for the development and implementation of a monitoring and supervision plan for the RHCS in Liberia.



- Work with the Central Medical Stores and existing partners to improve inventory management, reporting, commodity storage and distribution nationwide, with particular focus on UNFPA supported counties and facilities
- Facilitate effective partnerships for collaboration and dialogue on RHCS among donors, civil society organizations and government of Liberia.
- Facilitate the leveraging of resources to support the national contraceptive supply and logistics management system.
- Work with focus counties to strengthen RHCS actions and plans that feed into overall national level plans and provide technical support for implementation.
- Mentor/support county RH and FP staff in UNFPA focus counties to conduct routine monitoring and supportive supervision of the Contraceptive Logistics Management System
- Perform any other tasks as assigned by the UNFPA Representative or Assistant Representative.

### **Qualifications and Experience:**

The ideal candidate should:

- Possess a Post graduate degree or equivalent in the field of Pharmacy, Social Sciences, Health, Public Health, or in a related field with experience in the area of contraceptive logistic management.
- Have a minimum of 5 years' experience required in reproductive health/family planning or related work of which at least 3 years should be in the area of RHCS Logistic management.
- Possess good technical drafting and report/proposal writing skills and presentation and interpersonal communication skills.
- Be experienced in working with government institutions and donor organizations.
- Have a strong capability to communicate clearly and concisely in both oral and written English.
- Have the ability to work under pressure.
- Have proficiency in current office software applications.

### **Language:**

Fluency in written and spoken English.

### **Required Competencies:**

<b>Values:</b> <ul style="list-style-type: none"><li>• Exemplifying integrity,</li><li>• Demonstrating commitment to UNFPA and the UN system,</li><li>• Embracing cultural diversity,</li><li>• Embracing change</li></ul>	<b>Required Skillset:</b> <ul style="list-style-type: none"><li>• Strategically positioning UNPFA programme effectiveness</li><li>• Generating, managing and promoting the use of knowledge and information</li><li>• Providing a technical support system</li><li>• Strengthening the programming capacity of implementing partners</li><li>• Facilitating quality programmatic results</li><li>• Internal and External relations and advocacy for resource mobilization</li></ul>
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#### **Core Competencies:**

- Achieving results,
- Being accountable,
- Developing and applying professional expertise/business acumen,
- Thinking analytically and strategically,
- Working in teams/managing ourselves and our relationships,
- Communicating for impact

#### **Compensation and Benefits:**

This position offers an attractive remuneration package and applicable benefits as per UNFPA/UN staff rules.

#### **Disclaimer:**

##### **Please Note Well**

***This post is a National Post and applicants of either sex are encouraged to apply. Preference will be given to equally qualified women candidates. UNFPA does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Please submit all fraudulent notices, letters or offers to the UNFPA fraud hotline at <http://www.unfpa.org/help/hotline.cfm>***

#### **HOW TO APPLY**

Candidates should submit their applications **indicating post and vacancy number**, attach an updated **CV**, and a completed **United Nations Personnel History Form P.11** obtainable from the UNFPA website at [www.unfpa.org](http://www.unfpa.org). **ALL APPLICATIONS, WITH RELEVANT ATTACHMENTS, SHOULD BE SUBMITTED BY EMAIL TO: [hr.liberia@unfpa.org](mailto:hr.liberia@unfpa.org).**

The last date to receive applications is **15 April 2020**. UNFPA will only respond to applicants who will meet the stated job requirements.