

Common Unit to Fight against AIDS, TB & Malaria



Job Description

1) POSITION PROFILE:	
Designation: Supply Chain Specialist -Pharmacist (COVID-19)	Grade: HR to Fill after approval of Mapping
Name:	Division: PSCM
Department: Procurement & Supply Chain Management	Location: Islamabad
2) ORGANIZATIONAL RELATIONSHIPS:	
Reports To: Deputy Manager Supply Chain	Direct Reports to: Deputy Manager Supply Chain
	Indirect Reports to: PSM Head
<i>This Job Description reflects the general details considered necessary to describe the principal functions of the job identified and shall not be construed as an exhaustive description of all the work requirements inherent in the job.</i>	
3) GENERAL JOB OBJECTIVE:	
Responsible for assisting the PR offices in conducting needs assessment for Covid-19 medicines and health products; participate in forecasting and quantification; prepare and implement procurement and health products plans; facilitate user departments in initiating orders for supplies; work with the warehouse to ensure effective and efficient stock management of Covid-19 supplies; prepare and distribute stock status reports; participate in the placing of orders, monitor delivery and distribution; and conduct monitoring field visits related to supply chain management aimed at ensuring timely supply of the Covid-19 health products and ensure policies are implemented across the programs and stakeholders.	
4) KEY JOB RESPONSIBILITIES	
<ul style="list-style-type: none"> To assist Deputy Manager Supply chain in managing and coordinating all activities related to supply chain management for COVID-19 PPEs ,Drugs, Health Products. To assist the Deputy Manager Supply chain in developing PSM plan/ HPMT and PSM proposals for grant. To assist Deputy Manager Supply Chain in organizing & managing a system for assessing needs of the programme, forecasting, quantification, requisitioning and supplies for Covid-19. Managing and delivering an efficient and effective logistics service for stocks for Covid-19 health products from suppliers to the warehouse and from the warehouse to the health facilities. To assist Deputy Manager SC in development & maintaining Reporting, Recording, Analysis and verification mechanism of supply chain management. Receive and analyze all logistics and supply chain management reports (Inventory Reports and Consumption Matrices) from the health centers, district, province; summaries and prepare routine management briefs for the COVID-19 grant. 	

Common Unit to Fight against AIDS, TB & Malaria



- To assist deputy Manager SC in making control & accountability of stock, request, issuance and utilization.
- To coordinate with partners for the stock reconciliation and analyzing the consumption patterns on the periodic basis for stocks. Making sure supply chain database is updated and timely reports are generated.
- Conduct periodic supply chain monitoring & Evaluation field visits to assess the storage conditions for pharmaceuticals and health products (when needed), stock management practices, records management, physical stock verifications, staffing capacity, validation of data, and submit reports;
- To coordinate with warehouse for the timely deliveries of stocks.
- To assist deputy Manager Supply chain in providing secondary supervision to the Provincial pharmacists, Partners supply chain teams, and plan, organize and implement capacity building trainings for all supply chain staffs;
- To assist in serving as the contact person for all issues related to the supply chain, pharmaceuticals and health products from the health centers, district, province, and central level;
- Conduct periodic verification of distributed health products to ensure that all patients are served on time, and that distributed products satisfy the patients requirements; and serve as the contact person for all customer complaints;
- To review the received shipment documents, prepare DRAP waiver/NOC requests, customs clearance documentations and secure Export Import approvals (EIF) from State Bank.
- Any other related role as may be delegated by Deputy Manager Supply Chain, PSM head and CMU higher management, from time to time;

5) **QUALIFICATION AND EXPERIENCE**

- Degree of B. Pharmacy/PharmD combined with Master's Degree in either pharmacy, public health, procurement, supply chain management, logistics management, business administration or public administration.
- Specialised certificate training in procurement, supply chain management, logistics management is an added advantage.
- Minimum of seven (07) years working experience in logistics, supply chain management or warehouse operations of medicines and health product in a busy health sector organization;
- Experience working with the public health sector, health based INGO, Global Fund/United Nations funded programme(s), vertical AIDS, TB & Malaria programmes will be preferred.
- Willingness to work under pressure to meet tight and dynamic deadlines through coordinating with multiple stakeholders, and accepting to travel to any region of Pakistan
- Excellent report writing skills, presentation skills, computer skills with hands-on Ms. Word packages and experience working with ERP and LMIS systems is desirable.
- Maximum age: 50 Years

6) **WORK INTERACTIONS:**

Common Unit to Fight against AIDS, TB & Malaria



Investing in our future
The Global Fund
 To Fight AIDS, Tuberculosis and Malaria

Within Division or Department	Purpose
♦ Divisional / Departmental Heads, Procurement team and warehouse team	♦ Feedback on Supply chain management activities.
Outside the Organization	Purpose
Co-PRs, SRs, District Health Management, DRAP, SBP, NBP, Customs, LFA, GF and partner organization	♦ Feedback / facilitate for SC activities, Waivers, Customs Clearance and EIF approval.