

GF PSM OFFICER

GF Project Management Unit	
Job details	
Job title: Global Fund National PSM Officer	Management: PMU Manager – DPIC Technical Coordination: Deputy Secretary – Property, Department of Finance; and Director - MPSC
Duration of contract: TBA	Location: Vientiane
Job summary	
The GF PSM Officer will be responsible to ensure that the funded programs are supplied with the right Health Product commodities from the right source, in the right quantity at the right time and of an assured quality at an affordable price.	
Key responsibilities	
Summary:	
<p>a) Ensuring all the Health productsⁱ including in-vitro devices, equipment and reagents or other consumables funded under the grants that are needed are procured in the right quantities and in the right time using appropriate methods/mechanisms in compliance with GF guidelines adhering to established procurement plans and approved budgets. Reporting to: PR Management (Planning, progress, bottlenecks) and SR/s with MLC (MPSC) on outcomes</p> <p>b) Responsible for ensuring that programs will conduct their annual quantification and forecasting for core health products with sufficient reliable tools, as well as perform 6 monthly updates of the tools with actual (reported) data to keep supply plans of all core commodities up to date. The supply plans per commodity subsequently form the procurement planning and budgets on an ongoing basis. Reporting to: PR Management on semi-annual progress</p> <p>c) Responsible to report in PUDRs on PSM questions and address questions and requests from LFA and or GF on quantification, all forecasts/planning, HP budget commitments, goods receipts, pipeline and all other PSM (i.e. Health product related) matters. Reporting to: PR Management</p>	
Detailed technical responsibilities:	
1. Procurement Planning and Implementation	
<p>a. In close collaboration with relevant National Program Manager, prepare annual Procurement Plans for all Health Products for submission to and approval by the MOH Procurement Committee and the Global Fund and to update these plans during implementation each 6 months.</p> <p>b. Conduct procurements of commodities (consumables) and of assets (non-expendable items i.e. Health equipments) funded under the grants, as planned directly by either using external agents (PPM/Wambo all HIV and Malaria commodities, GDF for TB drugs or UNFPA for male latex condoms), or delegated to SRs using direct contracts</p>	

(CD4/VL devices, supplies, GeneXpert supplies) or local bidding process (STI OI drugs other essential medicines, and all lab supplies).

- c. Supervise contract administration for and acceptance of all health products procured from foreign or local sources at delivery against planned delivery terms and shipping documents (delivery notes, packing lists, invoices and Certificate of analysis, and external QC reports as applicable) including compliance to specification, absence of damage and verification of acceptable remaining shelf lives (for all drugs and test kits)
- d. Jointly with the Finance team in PR or SR, ensure the financial commitments for procurement and payments for delivery of goods, including as relevant the direct disbursements from GF to external agents for core health products procured via PPM, or GDF.
- e. Provide the procurement related information in PUDRs and complete entry of information in the PQR database.
- f. Prepare regular procurement reports for all health products (procured via external agents or locally) and submit to MOH Procurement Committee, other relevant stakeholders.

2. Supply Chain

- a. Undertake liaison with relevant government departments, such as customs office, to organize registration waivers, clearance and collection of imported goods within shortest possible time and pre-advance consignment details to the MLC/MPSC Central warehouse.
- b. Reconcile all orders placed, receipts/accepting shelf lives (as agreed in the order/contract), consolidate shipping docs with the information reported by MPSC/SR's at receipt of consignments and the review of data entered in mSupply (within max 3-5 days upon receipt) as well as active follow up on part deliveries, short shelf lives, defects etc.
- c. Monitor supply chain status and health product pipelines, as well as stock-on-hand (calculated as months-of-stock, or number of treatments with remaining shelf lives) instituting interventions as required to ensure stock availability as per the need, avoid stock-outs and minimize expiry risks.
- d. Routinely (at least 6 monthly) correlate predicted consumptions, with actual consumption data considering expiries and stock outs to suggest (make) updates to annual supply plans
- e. Provide the Stock-out and expiry risk related information in PUDRs (for core health products) to the GF
- f. Where needed to update and revise Logistics SOPs and manuals to further integrate these with existing procedures in the MOH (MPSC).
- g. Conduct spot checks on logistics (stock inventory management) in warehouses and stores that receive store and issue commodities funded under the grant.

3. Quality Assurance

- a. Institute processes to ensure only eligible QA sources are used for procurement of all pharmaceuticals and other key health products
- b. Where required, design, maintain, implement risk based sampling of products post distribution for quality control with interpretation of reported results

4. PSM Management

- a. Provide and support training of relevant PR and SR officers on procurement related requirements and activities in accordance with Global Fund guidelines.
- b. Provide necessary procurement and supply management information to the Global Fund and Local Fund Agent where requested
- c. Undertake other PSM tasks as required for the Programs and as assigned by the PMU Manager e.g. supporting the GF Procurement Officer in review of specs, conducting bid

opening meetings, screening bids, assist in evaluations, and other procurement process steps).

Academic and professional qualifications

- 1) Relevant university degree, preferably Public Health, Pharmacy or other health sciences
- 2) Completion of specific training in PSM/supply chain management, Quality Assurance or other PSM modulesⁱⁱ

Experience and competencies

- 1) At least five years' experience in planning and execution of competitive procurement processes with governmental and/or international organizations in compliance with public procurement principles
- 2) Knowledgeable of and experience in implementing GF or similar external procurement and quality assurance policies for pharmaceuticals and other health products, and external guidelines and other relevant mechanisms (e.g. WHO PQ) or equivalent QA systems.
- 3) An in-depth technical understanding of treatment guidelines/test algorithms used by national programs and having knowledge and understanding of methods and tools used as well as assumptions needed for forecasting and quantification of health commodities
- 4) Demonstrated experience in overseeing and monitoring of supply plans and skills to adjust plans where necessary during implementation
- 5) Competent in professional written and spoken English language with strong computer skills, particularly Excel to manage and analyse data and extract the relevant information.

ⁱ The term "health products" includes: (i) pharmaceutical products; (ii) durable and non-durable in-vitro diagnostic products, i.e. all diagnostic test kits and all medical equipment (with ancillary services i.e. installation, commissioning, (semi) yearly calibrations, and annual preventive maintenance, as applicable) ; (iii) long-lasting insecticidal nets; and (iv) consumable/ single-use health products (including condoms, insecticides, therapeutic nutritional support, general laboratory items and injection syringes), which are financed out of the grant funds.

ⁱⁱ Selection of pharmaceutical products; Quantification & forecasting; Procurement; Inventory Management; Quality Assurance.