

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DNKR000001–Pharmaceutical Specialist

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Denmark
Host Institute	United Nations Development Programme
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-02-2019
Duty Station	Copenhagen [DNK]
Assignment Place	Family Duty Station
Assignment Place Remark	
Living Conditions	

Copenhagen is a family duty station. The UN Volunteer will be responsible for arranging his/her own accommodation.

Assignment Details

Assignment Title Pharmaceutical Specialist
Organizational Context & Project Description

The United Nations Development Programme (UNDP) is the UN's global development network,

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advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results. UNDP's 2018-2021 Strategic Plan is to help countries eradicate poverty in all its forms, accelerate structural transformations for sustainable development, and build resilience to crises and shocks. The Procurement Services Unit (PSU) Bureau of Management Services (BMS) and HIV, Health and Development Group (HHD), Bureau of Policy and Programme Support (BPPS), are helping to contribute towards achievement of the goals specified in the Strategic Plan.

UNDP is a founding cosponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the Global Fund to Fight AIDS, TB and Malaria, and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development, as described in the HIV, Health and Development Strategy 2016-2021: Connecting the Dots, leverages UNDP's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies.

UNDP supports countries in effective implementation of complex, multilateral and multi-sectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP's partnership with the Global Fund is an important part of this work, facilitating access to resources for action on SDG 3 by countries that face constraints in directly receiving and managing such funding.

UNDP continues to provide high value-added services both in its Principal Recipient role, increasingly as a significant technical partner to governments and civil society organizations (CSOs) who implement Global Fund grants and beyond. UNDP's partnership with the Global Fund is overseen by the BBPS/HHD Global Fund/Health Implementation Support Team (GF/HIST), HHD, BPPS in close coordination with PSU, BMS and business units.

The national and international health landscapes are rapidly changing: new health initiatives are emerging and bring to light pressing challenges connected with health systems strengthening including, health procurement and supply management that require a new modus operandi to optimize UNDP's investments into global health. It brings also new requirements from countries more particularly for noncommunicable diseases in addition to products for communicable diseases.

UNDP manages the UN's largest procurement operation, procuring over US \$3 billion worth of goods and services each year, and ensuring that developing countries have access to life-saving medicines, emergency relief supplies and a host of other needed items. GF HIST in close collaboration with PSU provides direct support to country office to purchase medicines through transparent purchasing processes that provide the best value for money. Doing pharmaceutical procurement requires specific expertise to screen the product list received and check the offers received to ensure conformity with the

specifications and quality requirements.

Sustainable Development Goals 17. Partnerships For the Goals

Task description

- Support the review and validation of the technical specifications and supply requirements for the list of medicines to be procured (incl. quantities, specifications, cost estimates, international and national regulations, etc.) within the framework of UNDP procurement support services to local Governments;
- Support market research for medicines contributing to different sourcing strategies and procurement approaches; the search and analysis will focus on potential suppliers for specific medicines, prices, quality requirements according to the UNDP QA Policy, shelf life, supply terms and conditions and other related aspects;
- Participate in the technical evaluation of the bids for medicines and contribute to the adjudication report; the analysis will be on the products proposed specifications requirements, national and international standards and regulations to facilitate the approval of the head of QA;
- Support the development and monitoring of the contracts with the suppliers on the basis of information collected from COs;
- Assist in updating the internal database and developing UNDP catalogue for medicines, with the list of eligible suppliers and related information;
- Assist in monitoring negotiated prices against international referenced prices;
- In collaboration with UNDP QA team and PSM specialists and in close collaboration with WHO when necessary, identify and propose substitutions/ alternative products for procurement according to relevant guidelines and medicines lists (if any);
- Assist in the consolidation of the Procurement Action plans received from COs for health products;
- Contribute in capturing the challenges during the implementation of procurement processes, helping in re-designing existing business processes and the revision of the SOPs and tools;
- Present the collected analytical data on market research (new suppliers, products, pricing conditions), changes in business processes in a structured way and organise as needed trainings and webinars for COs and others UNDP teams;
- Assist in collaborating with relevant stakeholders on procurement processes, including but not limited to country offices, suppliers, service providers;
- Perform any other tasks delegated by the Supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

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Results/Expected Outputs

- Under the guidance of Procurement Specialist, the provision of effective and efficient support services to COs and GF HIST team is ensured
 - All medicine service procurement activities are processed;
 - Analysis of the market of medicines is conducted;
 - Lists of medicines to be procured by COs reviewed and validated;
 - Technical evaluation of bids done; technical adjudication report produced;
 - The substitutions/ alternative products for procurement identified and proposed;
 - Internal database, catalogue, SOP and tools are updated
 - Knowledge sharing are facilitated.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Master degree or equivalent

Education - Additional Comments

Pharmacy or equivalent; postgraduate education in international/global health or public health is an asset

Required experience 60 months

Experience Remark

5 years of relevant experience at the national or international level in procurement and pharmaceutical supply chain in developing countries;

Certification on PSM online training (procurement of pharmaceuticals) an asset;

At least 2 years of experience with local or international NGOs.

Experience of UN or UNDP and GF procurement policies and procedures is an asset.

Language Skills

- English (Mandatory) , Level - Fluent

Area of Expertise

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- Pharmacy and medical supply Mandatory
- Procurement and contracting Optional

Area of Expertise Requirement

Need Driving Licence No

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,602. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full

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integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code DNKR000001-3715

Application procedure

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* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 18 January 2019

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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