

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MWIR000104--District Supply Chain Assistant

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	Malawi
Host Institute	United Nations Development Programme
Volunteer Category	National Specialist
Number of Volunteer	3
Duration	12 months
Expected Starting Date	12-10-2020
Duty Station	Blantyre [MWI], Ntchisi [MWI], Rumphi
Assignment Place	Family Duty Station

Assignment Place Remark

The assignment is with family

Living Conditions

As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials. As this is a national UN Volunteer assignment, the UN Volunteer will be responsible for arranging his/her own housing and other living essentials.

Assignment Details

Assignment Title	District Supply Chain Assistant
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Organizational Context & Project Description

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F. +49 (0) 228-815 2001 W. www.unv.org

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The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

This UNV Assignment is part of UNDP's support to the Ministry of health for the effective management of medicines and medical supplies. UNDP and the Government of Malawi have partnered to deploy the Electronic Health Information Network (eHIN) platform to be implemented in Blantyre, Ntchisi and Rumphi, in its first phase

The project has received wide support from stakeholders in the health sector and commitment from the Government of Malawi. The project involves the deployment of a mobile based application for the management of stocks and dispensing of medicines in health facilities.

Effective training and support are a major component of the project's implementation plan and it employs a district-based approach to deployment. Expectations for the project are an improved system for managing medicines and medical supplies with an added benefit of cost savings for the government due to the reduction of waste and expiration of medicines.

Sustainable Development Goals

17. Partnerships For the Goals

Task description

Within the delegated authority and under the supervision of Project Coordinator or his/her designated mandated representative(s), the UNV District Supply Chain assistant will:

1. **Provide support to the implementation of the project at the district level.** More specifically, the Supply Chain Assistants (DSCA) will be involved in:
 - Implementation of all activities related to e-HIN implementation in the designated districts, in close coordination with district partners and under the supervision of national SLCOs .
 - Support the work of Cold Chain Handlers at District Vaccine Store (DVS) and cold chain points in improving timely stock entries and their online visibility, including temperature performance.
2. **Technical Assistance**
 - Provide Support for the implementation of all activities pertaining to vaccine and medicine logistics and cold chain management in the district. This includes, but is not limited to:
 - (a) Vaccine and medicine reporting
 - (b) Incident generation;
 - (c) Participate in capacity building support to supplies officers at the district and community levels.
 - (d) Support preventive maintenance of Cold Chain Equipment (CCE) according to prescribed plans
 - Provide Support in organizing review meetings of Supply and Cold Chain Handlers
 - Develop vaccine collection and distribution cycle and ensure its implementation
 - Ensure that all transactions (issue, receipt, discard, transfer etc.) of vaccines and syringes are entered in E-HIN.
 - Review the online data entry of all medicines, vaccine and syringes transactions on daily basis and ensure regular & timely updating from all supply and cold chain points
 - Regular analysis of consumption patterns, wastage rates, monthly reports etc. And provide support in taking corrective actions
 - Monitor cold chain performance through remote temperature loggers and ensure prompt response to temperature excursions at cold chain points across the district
 - Work closely with the district refrigerator mechanic to ensure timely repair of cold chain machines
 - Visit all iced-lined refrigerator points in the district and support the day to day monitoring and implementation
 - Work closely with both central and district Level Health officials;
 - Undertake field visits to monitor the implementation of the system and provide; technical inputs to address gaps and bottlenecks in the implementation of E-HIN;
 - Undertake field visits within the district;
 - Prepare periodic status reports, annual reports, case studies, etc. in a qualitative and timely manner.

3. **Capacity Building of Supply and Cold Chain Handlers:**

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- Support training sessions for Supply and Cold Chain handlers, including refresher trainings and training of newly recruited staff;
- Supportive supervision of Supply and Cold Handlers in effective vaccine logistics and cold chain management including temperature recording and handling;
- Identify capacity-building needs on E-HIN and plan and report on capacity building activities at district level for different levels of health professionals and field-level functionaries, facilitate learning exchanges.

4. Vaccine Temperature Management:

- Support Temperature logger installation, this includes:
 1. Verifying master-data readiness before site installation;
 2. Signing-off post logger installation;
 3. Associating the temperature logger with CCE.
 4. Cold Chain Equipment and Temperature logger monitoring on a regular basis;
- Ongoing maintenance of assets, this includes:
 1. Updating the configuration of temperature logger;
 2. Updating/ maintaining master-data in the eHIN web application once the logger is installed;
 3. Registering CCE, or similar assets, or temperature loggers, if they are not in the E-HIN system.
 4. Any other related tasks as may be required or assigned 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.

Results/Expected Outputs

The District Supply Chain Assistant is expected to be an active UNDP team member, efficient, timely, responsive, client-friendly and high-quality support rendered to UNDP and its beneficiaries in the accomplishment of her/his functions, including:

Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda

Level 1.2: Preparing information for advocacy

- Identifies and communicates relevant information for a variety of audiences for advocating the innovative approaches within the eHIN.

Results-Based Programme Development and Management

Level 1.2: Contributes into results through primary research and analysis

- Assesses project performance to identify success factors and incorporates best practices into project work
- Researches linkages across project activities to identify critical points of integration
- Monitors specific stages of project implementation in the district
- Participates in the formulation of project sub-activities and ensures substantive rigor in the design and application of proven successful approaches

Building Strategic Partnerships

Level 1.2: Maintaining a network of contacts

- Maintains an established network of contacts for general information sharing and to remain up-to-date on partnership related issues in the district
- Establishes and nurtures positive communication with other district partners

Promoting Organizational Learning and Knowledge Sharing

Level 1.2: Basic research and analysis

- Identifies and communicates opportunities to promote learning and knowledge sharing

Job Knowledge/Technical Expertise
Level 1.2: Fundamental knowledge of own discipline

- Understands and applies fundamental concepts and principles of a professional discipline or technical specialty relating to the position
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
- Analyzes the requirements and synthesizes proposals
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning
- Demonstrates good knowledge of information technology and applies it in work assignments

Promoting Organizational Change and Development
Level 1.2: Basic research and analysis

- Researches and documents 'best practices' in organizational change and development within and outside the UN system
- Demonstrates ability to diagnose problems and identifies and communicates processes to support change initiatives
- Gathers and analyses feedback from district counterparts

Client Orientation
Level 1.2: Establishing effective client relationships

- Researches potential solutions to internal and external client needs and reports back in a timely, succinct and appropriate fashion
- Anticipates client needs and addresses them promptly

Promoting Accountability and Results-Based Management
Level 1.2: Basic monitoring

- Gathers, analyses and disseminates information on best practice in accountability and results-based management systems
- 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 Technical/Vocational diploma

Education - Additional Comments

- Minimum of a Technical Diploma in Pharmacy, Public Health, Hospital Management, Material Management/Supply Chain Management, or related-field from a reputed Institution

Required experience 12 months

Experience Remark

- Minimum one year professional working experience at the District level on implementation projects, in the health sector;
- One to two years proven experience in the public health system and programs at district level. Experience in vaccine supply chain and cold chain, will be preferred;

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Public health Mandatory

Area of Expertise Requirement

- Experience in managing information technology driven projects will be an asset;
- Experience of working with the Government or other international development organizations, will be an asset.
- Experience in the usage of computers and office software packages, experience in handling of web based management systems and social knowledge networks.

Need Driving Licence

No

Competencies & Values

- Adaptability and Flexibility
- Commitment to Continuous Learning
- Communication
- Integrity
- Professionalism
- Working in Teams

Conditions of Service and other information

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

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people, even within countries. Such restrictions may affect the ability national UN Volunteers to begin their assignments at their assigned duty station or limit the ability to enter UN premises. Thus, UNV cannot guarantee assignments will proceed as normal.

Candidates for national UN Volunteer assignments requiring travel to the duty station may be exceptionally granted during this period alternative working arrangements to work from their place of recruitment until restrictions are lifted. Candidates for national UN Volunteer assignments may also need to begin their assignments remotely in cases where access to UN premises is restricted. These are decisions at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss travel requirements, any restrictions, and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

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.

Travel to duty station (if applicable) and a Settling-In-Grant will be provided in the event the duty station is not within commuting distance from the place of recruitment. The applicable Volunteer Living Allowance is provided monthly to cover housing, utilities and normal cost of living expenses. Life, health and permanent disability insurance are included (health insurance for up to 3 dependents), as well as final repatriation (if applicable) and resettlement allowance for satisfactory service.

Furthermore, in non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, a Well-Being Differential (WBD) on a monthly basis will be provided.

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

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

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 and official processes;
- 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;
- Any necessary security measures, ensuring that UN Volunteers are covered by the United Nations Security Management System (UNSMS) in line with the UNDSS Security Policy Manual;
- 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.

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

MWIR000104-7788

Application procedure*** 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 for to which you would like to apply.

Application deadline: **30-09-2020?**

doa.apply_url<https://vmam.unv.org/candidate/show-doa/TVdJUjAwMDEwNA==>**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.