

**INTERNATIONAL PLANNED PARENTHOOD FEDERATION
(IPPF)**

JOB DESCRIPTION

Job Title:		Division:	
Supply chain & Commodity Security Specialist		Programmes	
Location:	Responsible to:		Date:
Nairobi/Abidjan	Head of Programmes, dotted line for functional reporting into IPPF Head of Supply Chain		April 2022

A. JOB PURPOSE

To be responsible for the supply chain, procurement, and commodity security process of the International Planned Parenthood federation (IPPF), including but not restricted to the member associations (MAs) involved in the comprehensive programme funded by the Large Anonymous Donor (LAD).

B. KEY TASKS

a. Manage the procurement function in line with procurement policies and processes

- Work with MAs/ collaborative partners to ensure local procurements are executed in compliance with IPPF's Quality Policy
- Strengthen capacity of MAs to allow local procurements of RH Commodities and supplies against applicable donor requirements, ensuring processes are transparent and competitive
- Ensure MAs /collaborative partners have procurement plans in place, based on quantification and forecasting data and to ensure timely order placement with procurement teams
- Oversee all phases of Collaborative partners / MA's request for an equitable RH Commodities and supplies availability
- Work with MAs/ collaborative partners to understand their stock levels and forecast their commodities in order to avert stock outs
- Escalate product quality issues and stock-out situations at country level to IPPF Head of Supply Chain to find sustainable solutions

b. Support IPPF Member Associations in improving its data platforms for supply chain management monitoring

- Complete mapping exercise of e-logistics monitoring information system (LMIS) platforms in different IPPF MAs, inclusive of a market analysis of platforms available
- With the Head of Supply Chain, support the roll out of the FP VAN amongst selected MAs including addressing challenges and proposing improvements
- Contribute to IPPFAR documentation of lessons learned from the implementation to refine effective approaches and strategies for RHCS

c. Work to strengthen the interaction between IPPF MAs/collaborative partners and Ministries of Health and UNFPA Country Offices

- Collaborate with MAs /collaborative partners to support countries advocacy efforts with civil society, private sector, and other national stakeholders in lifting respective legal and regulatory restrictions to create an enabling environment to reproductive Health Commodity Security (RHCS)
- Support MAs /collaborative partners in securing access to commodities in domestic environments by establishing and expanding relationships with national stakeholders and participation in national quantification exercises, continuously mapping status and progress
- Ensure to strengthen the relationship between IPPF MAs/collaborative partners and UNFPA country offices, facilitating recurring meetings in individual countries, continuously mapping progress and records of those meetings, resulting in improved access to donated commodities and increased collaboration through TA activities
- Collaborate with UNFPA Supplies Last Mile Assurance team in planning and executing spot-check on IPPF collaborative partners/MA's, ensuring to implement lessons learned from audit findings, inclusive of Good Warehousing Practices findings and administrative findings

Other tasks

- Build and maintain positive relationships with all members of staff, and contacts outside the Federation, including with representatives of Ministries of Health, UNFPA, and other agencies as required.
- Collaborate as a permanent member of the ARO technical bid committee
- Maintain, develop, and manage a substantive and technical collaboration with regional platforms in RHCS
- Take collective responsibility for safeguarding.
- To undertake any other reasonable duties as may be requested from time to time.

C. PERSON SPECIFICATION

1) Competencies

• **PROFESSIONALISM:**

Has knowledge of a wide range of SRHR programmes and innovations, specifically related to SRH commodity management and strategic sourcing

Has knowledge of the region and/or countries as per IPPF delimitation, including the political, economic, and social dimensions

Is motivated by professional rather than personal concerns.

• **PLANNING & ORGANIZING:**

Develops clear goals that are consistent with agreed strategies

Identifies priorities and knows when to adjust priorities if necessary

Allocates appropriate amount of time and other resources for completing work

Foresees risks and allows for contingencies when planning.

- **TEAMWORK:**

Collaborates and co-operates with colleagues to achieve organizational goals
Solicits input by genuinely valuing others' ideas and expertise
Empowers others to translate shared vision into results
Works independently and as a team member
Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **ACCOUNTABILITY:**

Delivers outputs for which one has responsibility within prescribed time, budget, and quality standards
Works on multiple deliverables simultaneously, independently and meet deadlines without compromising quality
Operates in compliance with organizational regulations and rules
Has strong report writing and presentation skills.

- **COMMUNICATION:**

Speaks and writes clearly and effectively in a tone, style, and format to match audience
Listens to others, correctly interprets messages from others and responds appropriately
Asks questions to clarify, and exhibits interest in having two-way communication
Demonstrates openness in sharing information and keeping people informed
Has excellent influencing and negotiating skills.

2) Education & Qualifications

- Masters degree in international business, supply chain management, logistics (or equivalent).

3) Work Experience

- At least five years' experience in similar position with a minimum of 3 years in a management role in a supply environment – essential
- Experience working with international pharmaceutical / health supply chains in low- and middle-income countries - essential
- Experience in dealing with international agencies like UNFPA - desirable

4) Languages

For this post fluency (both oral and written) in English and Portuguese / French is required.

5) Assessment

Evaluation of qualified candidates may include a desk review and/or an assessment exercise which may be followed by competency-based interview and written test.

6) Personal Attributes

- Subscribe to IPPF's Mission, Vision, and Values
- Embrace working in a multicultural environment

- Ability to maintain high level of confidentiality
- Willingness to travel internationally: approximately 30% of time
- Proficiency in technologies, such as MS office suites and commodity data management information systems
- Ability to develop guidelines, policies and training packages
- Commitment to community and civil society engagement including the meaningful participation of marginalized communities.