

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT (FCU) OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
SENIOR PURCHASING & SUPPLY MANAGEMENT/LOGISTICS OFFICER**

BACKGROUND

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) is an international partnership that provides grants to lower income countries with high disease burden such as Uganda. Specifically, it focuses on prevention and control of the three diseases HIV/AIDS, Malaria and Tuberculosis. The Funds Coordination Unit (FCU) was set up under the Ministry of Finance, Planning and Economic Development (MoFPED) as the Principal Recipient (PR) to provide oversight over implementation of the Grants. Implementation of the programs is a responsibility of the Ministry of Health (MoH).

The overall objective of the FCU is to support MoFPED to ensure effective and efficient operation of the interventions supported by the Global Fund resources and it is intended to strengthen the decision by the Government of Uganda (GoU) to use its national mechanisms, as articulated in the 2006 Long Term Institutional Arrangements (LTIA) strategy. The FCU functions are vested in Public Financial Management (PFM) Reforms Coordination Unit (RCU).

Government wishes to engage services of a senior purchasing and supply management/logistics officer under FCU.

A. OBJECTIVE

The Senior Purchasing & Supply Management/Logistics Officer will be responsible for supporting oversight and management of procurement for all health commodities, supplies and services required for implementation of the Global Fund Grants.

B. SCOPE OF WORK

The individual will be responsible for working with the Ministry of Health and various key partners in preparation of requests for proposals (RFPs), price quotes (PQs), tenders, purchase orders, and the negotiation of awards for services and commodities, as well as stock monitoring activities and maintaining sound reconciliations for the grants for health commodities.

The Officer will facilitate oversight of PSM activities under the Funds Coordination Unit for the Global Fund Grants for HIV, TB and malaria based at Ministry of Finance, Planning and Economic Development.

C. ROLES AND RESPONSIBILITIES

Reporting to the Programme Procurement Specialist, and in coordination with the Ministry of Health, the officer will;

1. Provide technical support to management and the Country Team in the conceptualization and implementation of pharmaceutical management activities at the National, and health facility levels.
2. Contribute to the implementation of routine support supervision and monitoring activities at the national, regional, and facility levels ensuring that all activities are adequately and timely implemented

3. Assist MOFPED and MoH to design and review of policies, standards, guidelines, procedures and other relevant materials for implementation of the health commodities and other supplies focusing on HIV, TB and Malaria.
4. Review the stock status reports at central level.
5. Support delivery of health commodities from the procurement services agents to the National Medical Stores (NMS) and Joint Medical Stores (JMS).
6. Support MOFPED to track receipts of commodities at NMS and JMS and documentation of the receipt reports.
7. Support reconciliation of commodities delivered to NMS.
8. Review distribution reports.
9. Participate in regular statutory stock take activities.
10. Support quantification for health commodities and other supplies, and reconciliation of commodities procured through the pooled procurement mechanism (PPM).
11. Analyze procurement requisitions for to verify compliance with the procurement procedures.
12. Review Procurement plans with the user departments/programs and monitor their implementation.
13. Support the preparation of all required documentation during the entire procurement and contracting cycle using established formats and ensure safe custody.
14. Support the No Objection requirements for Global Fund procurement activities.
15. Support the Health Commodities Supply Chain Management Taskforce.
16. Any other duties that may be assigned by management from time to time.

D. PERFORMANCE AREAS

1. Routine support and monitoring reports.
2. Updates on reconciliation of PPM procurements.
3. Commodity stock status review reports.
4. Distribution review reports.
5. Stock taking reports.
6. Prior Review reports for procurement and contracts.
7. Procurement plans monitoring reports.

E. EDUCATION

1. An honors degree in Pharmacy, Purchasing and Supply Chain Management, or other discipline with procurement element.
2. Professional qualification in Procurement and Logistics Management is required.
3. A post-graduate qualification in procurement or project management is desirable.
4. Membership with a relevant professional body such as Institute of Procurement Professionals of Uganda (IPPU), the Pharmaceutical Society of Uganda or a similar body is required.

F. EXPERIENCE

1. A minimum of six (6) years working experience in the purchasing and supply chain management within reputable institution in the public sector (of which at least three (3) years should have been at senior level in public procurement and supply chain management).
2. At least three (3) years working experience in health and /or pharmaceutical products supply chain and working with public sector or donor funded programs.
3. Experience in working with donor funded programs for in HIV/AIDS, Malaria or TB.

G. TECHNICAL COMPETENCIES

1. Proficiency in Microsoft Office Application, and usage of quantification software such as quantized, pipeline, QuanTB is an added advantage.
2. Knowledge and use of any computerized financial accounting software application will be an added advantage.
3. Excellent communication skills.
4. Good interpersonal skills and ability to relate well with a multiplicity of stakeholders.
5. Mentoring/supervisory skills.

H. CONTRACT ARRANGEMENTS

The assignment is intended for a period of one (1) year, but may be renewed based on need and satisfactory performance.