

NOTICE FOR VACANCY

Operations and Logistics Associate for COVID-19 Response



**World Health
Organization**

Representative Office
for the Philippines

1. Summary

The World Health Organization, Country Office in the Philippines is looking for an individual contractual partner that can provide technical assistance for Operations and Logistics Pillar to the ongoing Coronavirus Disease 2019 (COVID-19) pandemic under short term consultancy (STC) contract.

The deadline for submission of applications is 17 April 2022.

2. Background

On 31 December 2019, WHO was informed of cases of pneumonia of unknown cause detected in Wuhan City, Hubei Province of China. The pathogen was subsequently identified as a Severe Acute Respiratory Syndrome Coronavirus 2 (SARS CoV-2) with cases detected worldwide. On 31 January 2020, WHO declared the Public Health Emergency of International Concern (PHEIC) and Coronavirus Disease 2019 (COVID-19) has been characterized as pandemic by the WHO Director-General. As cases continue to be reported globally, enhanced preparedness and response efforts are required in the Region. The COVID-19 response operations in the Region are expected to continue for many more months.

Outbreak Response

The purpose of this emergency recruitment is to support effective response operations related to the COVID-19 pandemic, with a technical focus on Operations Support and Logistics, as part of the Incident Management Team (IMT) of the WHO Country Office in the Philippines.

3. Timeline

The implementation timeline for the contract is from 20 April 2022 to 31 September 2022.

4. Place of Assignment

The consultancy will be based in Manila.

5. Scope of Work

Under the overall supervision of the WHO Country Office COVID-19 Incident Manager and working with the Incident Management Team in WHO Country Office Philippines, the consultant will strengthen the operations support and logistics management.

Method(s) to carry out the activity

The consultant will be assigned to:

1. Provide operation and logistics technical advice and to work closely with the Department of Health (DOH) on the improvement of a comprehensive forecast of the supply needs and regular monitoring and adjustments.
2. Coordinate among the three levels of the Organization to ensure the timely provision, delivery and distribution of supplies for WHO COVID 19 response. Communicate proactively with the DOH on the distribution lists according to real needs.
3. Update regularly WHO CO stock inventory and monitor the external warehouse thru conduct of regular actual inventory taking
4. Work closely with other Pillars within the country office IMT to ensure adequate support is provided to local government.
5. In collaboration with admin and finance unit, manage the WHO CO fleet, including planning and monitoring fleet movements, and manage any rental vehicle needs as well as delivery services for the supplies.
6. As appropriate, work with counterparts on strengthening national logistics systems to support preparedness and response operations.
7. Perform any other incident-specific related duties, as required by the Incident Manager or WHO Country Representative.

Deliverables:

- Updated Daily Stock Inventory Report
- Weekly sitreps
- Progress interim (monthly) report
- Submission of a report at the end of the consultancy

6. Qualifications

The Operations and Logistics Associate must fulfil the following qualifications:

Education and Certifications

- **Essential:** A first university degree in public or business administration, logistic management, logistics, engineering, pharmacy or related field from an accredited/recognized institute.
- **Desirable:** Professional certification/qualification in areas such as transport, distribution and supply chain management. Degree or training in information management systems and their

application to logistic, transport or supply management and monitoring, including training in cold chain management system.

Work experience:

- **Essential:** At least three (3) years' related experience in managing emergency logistics operations and humanitarian supply chain management.
- **Desirable:**
 - The consultant is required to have direct experience with Health Logistics and response to emergencies including work with different pillars within the IMT with recent experience with WHO is an asset.
 - Experience in working in conflicting area and areas with security issues, and able to manage situation under stress.
 - Experience in working with national authorities from developing countries and ability to comprehend the local context in providing OSL technical advice.
 - Experience in managing emergency logistics operations and humanitarian supply chain management with international organizations/institutions.

Additional Certifications

- **Essential:** Attended at least one (1) Emergency Logistics training within the past 3 years.
- **Desirable:** Attended at least (1) Humanitarian Supply Chain Management Training within the past 3 years.

Technical skills and knowledge:

- Proficient in standard office software applications.
- Knowledge of WHO and/or UN system.
- Demonstrated ability to meet deadlines and work under pressure.
- Ability to be flexible and respond to change.
- Good Presentation skills
- Demonstrated knowledge in emergency logistics management with proven ability to identify and solve technical problems in difficult circumstances.
- Proven ability to promote cohesive action and convince officials with tact and diplomacy

Language requirements:

- Written and spoken fluency in English is essential.

Competencies

- Teamwork
- Producing results
- Ensuring effective use of resources
- Respecting and promoting individual and cultural differences

7. Other Requirements

The contractor shall have no direct or indirect involvement or interest, in any form, in arms dealing, drugs, alcohol industry, tobacco industry or human trafficking. The contractor and personnel involved in this work shall have no conflicts of interest in relation to the work being undertaken.

8. Ethical and Professional Standards

- WHO prides itself on a workforce that adheres to the highest ethical and professional standards and that is committed to put the WHO Values Charter into practice.
- WHO has zero tolerance towards sexual exploitation and abuse (SEA), sexual harassment and other types of abusive conduct (i.e., discrimination, abuse of authority and harassment). All members of the WHO workforce have a role to play in promoting a safe and respectful workplace and should report to WHO any actual or suspected cases of SEA, sexual harassment, and other types of abusive conduct. To ensure that individuals with a substantiated history of SEA, sexual harassment or other types of abusive conduct are not hired by the Organization, WHO will conduct a background verification of final candidates

9. Medical Clearance

The selected Consultant will be expected to provide a medical certificate of fitness for work.

10. Travel

The Consultant may be expected to travel within the country to carry out mission/s, if needed.

11. Submission Requirements

Interested individuals should submit electronic copies of the following:

- Cover letter
- Curriculum vitae

Address all applications to:

Dr Rajendra Yadav

Acting WHO Representative to the Philippines
Ground Floor, Building 3, Department of Health
San Lazaro Compound
Rizal Avenue, Sta Cruz, Manila

Please submit the electronic copy of the applications with the title: **Operations and Logistics Associate for COVID-19 Response** to Mrs Ying Chen (cheny@who.int) with a copy to wpplwr@who.int. Only shortlisted applicants will be contacted by WHO Philippines.

Deadline of submission of proposals is on **17 April 2022**.