

Role Description – Temporary Assignment

Supply Operations Consultant

(DURATION: 1 YEAR – STARTING: ASAP)

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle Summary

The Supply Operations Department at the Global Fund aims to connect end-users with suppliers.

The Department does this by managing three flows: data flow of purchase orders and demand signals, physical flow of products, and monetary flows. For health products supplied to support grant implementation, each year SO processes hundreds of requisitions from Principal Recipients (“PRs”) through wambo.org.

These result in thousands of purchase orders with suppliers and deliveries amounting to approximately US\$1 billion worth of invoices for pharmaceutical and health technology products.

The Consultant will support the Head of Supply Operations in identifying, prioritizing, developing, monitoring, and accelerating delivery of strategic projects within the Supply Operations (SO) Department.

The Consultant will bring an informed perspective on how to co-create and structure key strategic projects to create significant value in the department. This person will drive progress, identify gaps, and ensure effective implementation and timely delivery of these projects by working closely with experts and sponsors within the Supply Operations Department and with key stakeholders across the Global Fund Secretariat.

The Consultant will interface extensively with the teams responsible for supplier/ category management, grant recipient-facing transaction management, in-country supply chain support, quality assurance, data management, and indirect sourcing. Additionally, this person will be expected to effectively communicate top priorities, objectives, and progress to a wide range of internal and external stakeholders, including the Management Executive Committee and the Global Fund Governance.

The Consultant is expected to maintain high standards of professionalism, while contributing to strengthening collaboration and effective communication between different project leads and sponsors.

Key Responsibilities

Working with the Head of Supply Operations, the Consultant will be responsible for:

Project planning and goal setting:

- o Work closely with team Specialists across SO Department to create realistic, actionable project plans and set clear, measurable goals
- o Identify interdependencies and opportunities between teams and across the Global Fund and actively work to break-down barriers across the organization
- o Communicate clear and actionable deliverables to internal teams and external stakeholders

Project execution and governance:

- o Ensure effective delivery of priority Global Fund initiatives related to Supply Operations
- o Work actively with teams to ensure adherence to project execution timelines
- o Actively work to clear roadblocks to execution
- o Anticipate delivery risks and proactively develop plans to mitigate these risks

Communication:

- o Prepare and coordinate preparation of high-quality documents for interviews with and communications to senior stakeholders, including the Management Executive Committee, the Global Fund Board and committees, and the leadership of external partners including donors
- o Articulate and pressure-test objectives and priorities with key stakeholders

Subject to change by the Executive Director and Head of Supply Operations at any time at their sole discretion

3. Candidate profile

Qualifications

Essential:

University degree within the area of Business Administration, Financial Management, Engineering, Global Health, or other relevant field

Desirable

Project Management certification (e.g., Prince, PMI, PMP, ITIL)

Business process improvement or organizational change experience and/or qualifications

Experience

Essential:

At least 2 years of management consulting or similar experience

Full-time work experience in strategy definition and strategy implementation, performance measurement and management, and project management

Experience serving in an advisory capacity with Executive leaders

Demonstrated experience managing and delivering on multiple timelines with tight deadlines and across disciplines

Evidence of successfully leading projects which highlight project management skills and capabilities

Experience preparing high-quality, professional documents for senior audiences

Experience within multi-cultural and international environments and organizations

Desirable:

Demonstrated experience managing diverse teams to lead and collaborate effectively in a complex, multi-disciplinary environment

Extensive experience in advising, consulting, strategy/policy development preferably with a major multilateral organization, business or international consultancy

Experience living and/or working in a country supported by the Global Fund

History of holding positions of incremental responsibility since undergraduate studies

Competencies

Languages:

An excellent knowledge of English and preferably a good working knowledge of French.

Knowledge of other languages would be an asset.

Functional Competencies:

Project Management (Level 2)

Communications (Level 2)

Business (Level 2) o Analytical (Level 2)

Multicultural Understanding (Level 2)

Procurement & Supply Chain (Level 1)

Organizational Competencies:

Collaboration: Strong interpersonal and influencing skills; Strong ability to build trust and confidence, both with teams and with stakeholders; Excellent networking, collaboration, and team work skills

Drive for results: Strong ability to drive high impact value delivery

Interaction: Strong communication skills, specifically tailored to senior stakeholders; Ability to manage multiple complex stakeholders and multiple reporting lines with flexibility, resilience, and emotional intelligence

Adaptability: Significant flexibility and adaptability while alternating between strategic thinking and operational execution

Global Fund awareness and mind-set: Strong ability to integrate concepts and ideas across the Global Fund organization

Service orientation: Strong conceptual problem solving

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com

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