

Job Title: Medical Support Services Officer , P-3
Department/Office: LSD/Strategic Support Service/Medical Support Section
Location: NEW YORK
Posting Period: 08/11/2018 - 06/02/2019
Job Opening number: DFS/SEC1802/P-3/23

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Organizational Setting and Reporting:

The post of Medical Support Services Officer is located in the Department of Field Support (DFS), Logistics Support Division (LSD), Medical Support Unit. The officer directly reports to the Chief, Medical Support Section (MSS).

Responsibilities:

The Medical Support Services Officer will have the following main responsibilities:

- Establish standard specifications for medical equipment and consumables by developing specifications for separate items in accordance with the standards defined in the Contingent Owned Equipment (COE) Manual;
- Develop specifications for separate items of medical supplies and consumables for UN-medical facilities in field missions;
- Create and update a database of specifications to be used for standardization, procurement and quality assessment;
- Write specifications for procurement of medical equipment and consumables for field missions.
- Update medical logistic support procedures; updating and maintaining procedures and systems for re-supply of drugs and consumables for field missions, based on the different methods of reimbursement;
- Recommend methods for verification of expenditures on consumables and equipment as part of the continuous update of the COE manual and initiates their implementation;
- Analyze verification data to achieve continuous evaluation of COE reimbursements;
- Offer specialist advice on the continuous update of the COE manual.
- Advise the UN Secretariat, Permanent Missions, and field missions on medical supply equipment through Memorandum of Understanding (MOU) negotiations, advise on claims and participate in the processes of inspection and continuous quality assessment of medical equipment.
- Collate, analyze and update mission medical statistics data base for planning purposes.

Competencies:

Professionalism: Knowledge of medical support planning, and medical equipment management Demonstrates professional competence and mastery of supply chain for medical commodities; Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; Shows persistence when faced with difficult problems or challenges; Remains calm in stressful situations. Solid computer skills and good knowledge of relevant medical databases.

Planning and Organizing: Ability to establish priorities and plan, coordinate and monitor own work plan and of those under his/her supervision; Identifies priority activities and assignments and adjusts priorities as required; Allocates appropriate amount of time and resources for completing work; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

Teamwork: Strong inter-personal skills and ability to establish and maintain effective working relationships in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

Communication: Proven ability to write in a clear and concise manner and to communicate effectively including the ability to prepare reports, assessments, and conduct presentations by clearly formulating positions on issues, articulating options concisely, conveying maximum necessary information, making and defending recommendations.

Qualification:

Education: Advanced university degree (Master's Degree) or equivalent in medicine, health sciences or in bio medical engineering. A first level university degree in medicine or health related sciences combined with certification in bio medical engineering and relevant work experience in the health sector may be accepted in lieu of the above.

Work Experience: Minimum 5 years of progressively responsible experience in medical services, operational planning, contract management and doctrine development is required. Experience in providing medical logistics and supply chain support services to or in a complex, volatile, conflict or post-conflict environment is desirable. Experience in medical data base management and statistics will be an added advantage. Qualifying years of experience are calculated following the receipt of the first level university degree.

Languages: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of a second official UN language is desirable.

Assesment Method:

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Special Notice:

Circulation of this Job Opening is limited to Member States. Only serving military officers who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service on posts financed by the support account for peacekeeping operations requiring active military service.

Currently serving active-duty seconded officers will not be considered eligible to be nominated for new vacant posts.