

United Nations Nations Unies

Job Title : Medical Support Services Officer, P-3

Department / Office : Sourcing Support Service

Duty station : NEW YORK

Posting period : 03/03/2023 - 02/06/2023

Job Opening Number : DOS/SEC23-1 OMA/P-3/20

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 Operational Support (DOS), Office of Supply Chain Management (OSCM), Logistics Division (LD), Medical Support Section (MSS). The officer directly reports to the Chief, Medical Support Section (MSS).

Responsibilities :

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

- Develop technical specifications for medical equipment and consumables in accordance with internationally acceptable quality standards, which will be utilized by medical facilities in UN field missions and entities.
- Update a database of specifications to be used for standardization, procurement and quality assessment.
- Update medical logistic support procedures; updating and maintaining procedures and systems for re-supply of medical equipment, consumables and pharmaceuticals for field missions, based on the different methods of reimbursement.
- 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 medical logistics planning purposes.
- Undertake these or similar duties anywhere within UN Headquarters as well as in field missions including deployment to the missions for up to 90 days at a time.

Competencies :

Professionalism: Knowledge of medical logistics 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Qualifications :

Education: Graduate of National Command and Staff College is required. Advanced university degree (Master's degree or equivalent) in medical, health sciences or in bio medical engineering or related field. A first level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience: The candidate must be active service military officer in the rank of Major or equivalent in other Services. A minimum five (5) years of progressively responsible experience in medical services, operational planning, contract management, supply chain and logistics 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.

Assessment Method :

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

Special Notice :

Circulation of this Job Opening is limited to Member States. Only active-duty military officers currently employed in their national service and who have received authorization by their National Authorities to apply for this Job Opening will be considered. Appointment is limited to service within the Department of Peace Operations on posts financed by the support account for peace operations requiring active military service. It should be noted that successful candidates will be offered a two year Fixed-Term appointment which, based on performance and operational needs, may be extended to a third year or in exceptional circumstances to a fourth and final year.

Currently serving active-duty seconded military officers are not eligible to apply or be nominated for new seconded positions until separated for at least one year from any last secondment with the UN Secretariat.

Nominations of women candidates are strongly encouraged.