



VACANCY ANNOUNCEMENT ANTICIPATED DFID-FUNDED PROGRAM

Post Title: Procurement & Logistics Manager

Number of Vacancies: 01 (one)

Duty Station: Juba, South Sudan

Contract length: 1 year renewable

Reports to: Team Leader

Organizational background

IMA World Health is seeking applications for a Procurement and Logistics Manager for an anticipated DFID-funded programme in South Sudan. The Integrated Community Case Management 2 (ICCM2) programme aims to improve access to life-saving health treatments for children suffering from malaria, diarrhoea, pneumonia and severe acute malnutrition (SAM) and contribute to a reduction in the under-five child mortality rate in South Sudan. The ICCM2 programme will continue to ensure essential medicines are available to community based distributors across 8 states in South Sudan. The Procurement and Logistics Manager will report directly to the Team Leader and will work closely with senior management and technical team leads in supporting and overseeing procurement and logistics services from a management perspective to ensure required supplies of commodities, facilities and service needs for programme activities are mobilized efficiently and in a timely manner.

Specific Responsibilities include:

- Manage the entire process in the planning of commodities procurement and supply chain activities, inventory control, logistics and distribution, customs clearance, ensuring effectively-functioning processes to avoid costly delays and lost opportunities.
- Ensure effective lines of communication to ensure timely delivery of commodities using the most appropriate procurement procedures.
- Be responsible for introducing process improvements in the supply chain and identify new vendors/suppliers without jeopardizing quality and service delivery.
- Ensure full compliance with DFID procurement rules and regulations and IMA World Health procurement policies and procedures.
- Establish and implement a monitoring system that ensures that the prices paid for commodities are in line with local market prices.
- Develop and manage the rosters of suppliers, elaborate supplier selection and evaluation, quality and performance measurement mechanisms
- Prepare monthly, quarterly and annual procurement plans and progress reports as required
- Ensure transparent and competitive procurements are conducted and properly documented as required, and in compliance with DFID – s/he plans, organizes and leads the bid solicitation process including drafting and issuing RFQ, RFP, RFI, Tenders, developing bid evaluation criteria and guiding clients on processes involved; call for and oversee selection committees to review applications and select vendors – s/he ensures the integrity of the competitive process, facilitates bidder debriefings where necessary, and exercises appropriate judgment and tact while ensuring to protect confidential information.
- Prepare service delivery contracts, leases and purchase orders for all acquisition needs.



- Maintain procurement files including all relevant documentation and vendor tracking system – s/he will maintain all the relevant information concerning the organization's suppliers;
- Manage vendor contracts and maintain relationships with suppliers to ensure completeness of deliverables outlined in the contract – this includes ensuring that all vendor complaints and concerns are addressed promptly to ensure that the project continues to receive uninterrupted services at all times.

Job Qualifications & Required Skills

- B.A. required/Masters preferred or equivalent combination of education and relevant work experience. Professional certification and membership to a reputable procurement and supplies body is highly desirable.
- Minimum 5-7 years project procurement management experience, preferably in a health-related project, and including service procurements.
- Thorough knowledge of DFID and its contractual, procurement and reporting requirements required.
- Strong leadership, analytical and organizational skills; demonstrated ability to work both independently and within a team, assess priorities, and manage multiple activities with attention to detail, meeting tight deadlines under pressure.
- Excellent problem solving capacity, with demonstrated ability for considerable analysis and sound judgment to find solutions in a complex environment with shifting and competing priorities.
- Excellent cross-cultural communication (both oral and written) and interpersonal skills demonstrated by ability to interact professionally with culturally and linguistically diverse staff, stakeholders, clients and consultants.
- Advanced Computer skills including proficiency in Microsoft Office programs (Excel spreadsheets, word processing, power point, and electronic mail).

Contact

Interested candidates who meet the above conditions should forward their CV and covering letter (which should include the contact details for at least two professional references from previous employers to: bdreruit@imaworldhealth.org . Deadline for submission is **Friday March 10, 2017 by 5pm Juba time.**

NB: Applications received later than the deadline will not be short-listed. Only short listed candidates will be contacted. Due to the urgency of this vacancy announcement IMA reserves the right to fill this position prior to the closing date

IMA World Health is an equal opportunity and affirmative action employer.

