

ROLE PURPOSE: Procurement and Logistics Officer



Our Vision

We see a world in which no person is needlessly or visually impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can always exercise their right to sight and good health.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation we offer a career where your talent and energy will help many see tomorrow.

How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

13th month payment

As a permanent employee, you will receive a payment equivalent to one month's salary each year (pro-rata for those working part of the year).

Leave

You will have access to annual leave each year (pro-rated for part-time employees) in line with local regulations. You will also have access to other leave such as personal (sick or carers') leave, maternity leave, paternity leave and compassionate leave.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program. Relevant applications for study support are considered annually, providing financial assistance and study days.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Health & safety

We are committed to supporting your health, safety and wellbeing. If required, you and your family will have access to free external, professional and confidential counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions which are identified as working with children.



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Procurement and Logistics Officer	Division: Programs	Location: Ethiopia/Addis Ababa	Date: January 2021
Employment type: Full time, Permanent	Reports to: Logistics and Procurement Manager	Number of direct reports: None	Leadership Band: Leads self

Purpose of the role:

Reporting to the Procurement and Logistics Manager, the Officer will be responsible and accountable for the management of all logistics, procurement and supply chain related activities related to implementing a widespread Trachoma Elimination program.

Working closely with different partners the officer will be required to proactively manage and direct the coordination and tracking of all medical supplies and equipment through its receipt, storage, and onward distribution. He/she will ensure processes are implemented which capture essential information ensuring the Programs team and Partners are well-informed and well-prepared and that accurate reporting and monitoring can be captured.

Key Responsibilities:

- Working closely with the Oromiya Health Bureau, Federal Ministry of Health and other partners you will be required to proactively manage and direct the coordination and tracking of all medical supplies and equipment through its receipt, storage, and onward distribution.
- Ensure processes are implemented which capture essential information ensuring the Programs team and Partners are well-informed and well-prepared and that accurate reporting and monitoring can be captured.
- Liaise with the Ophthalmologists, department managers and others to get the required specifications for the equipment and advise the concerned teams
- Source new vendors for better quality inventory and negotiate for better prices and prepare the procurement support documents.
- Manage and ensure timely purchase and delivery of equipment and consumables keeping to the policies and procedures of the Country office procurement guide.
- Use excellent customer service skills, establish and maintain effective working relationships with vendors
- To participate in the tendering processes to manage tender lists, manage the dispatch of tender documentation and quotations in accordance with the governing laws and co-ordinate responses to tender enquiries as appropriate.
- Liaise with Finance Department to ensure accurate and timely payment of invoices, as necessary for the organization with the suppliers.
- Ensure quality standards are met through administration of purchasing complaints.
- Maintain copies of required procurement document for each procurement of supplies, Work and service

Stores Management:

- Maintain and update the inventory records/Asset Register of all purchases (Programme and Operational) made in accordance with the procurement manual and provide an updated report to the Finance & Operations Manager on a quarterly basis
- Co-ordinate with the leadership of the program team to carry out equipment and consumable audits bi annually

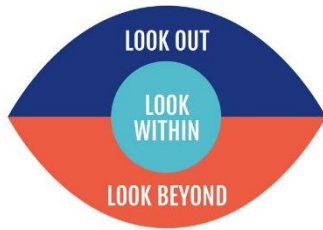
Planning and Compliance

- Participate in budget preparation and monitoring of budgetary allocation of procurement items to ensure compliance.
- Proactively identify and manage risk in own area ensuring compliance with all relevant legislation, industry codes, FHF policies and procedures including timely completion of compliance training where required.
- Collaborating with colleagues to encourage proactive health and safety behaviours in addition to implementing all agreed health and safety initiatives and taking effective action to address risks, incidents and accidents
- Undertake training as required and agreed with line manager

Other

- Perform other duties as required to meet the objectives of the team.

Our Capabilities:



As a member of the Foundation Family you will:

1. Live by the values of The Foundation and support The Foundations culture, performance and brand.
2. Adhere to all The Foundation policies & Procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- Strong negotiation, interpersonal and organization skills.
- Strong financial acumen with the ability to interpret financial information.
- Integrity and business acumen. Must be able to take control and be accountable.
- Good communication skills, including fluency in spoken and written English.
- Ability to work with minimum supervision.
- Proficiency with MS Word and Excel
- Good knowledge of purchasing systems.
- Knowledge of Donor funding regulations.
- Excellent skills in purchasing and Logistics management techniques within the context of this position.
- Attention to details.
- Ability to plan with good organizational skills, including prioritization and ability to work under pressure.
- Initiative and ability to follow up on issues
- Ability to produce the Monthly Procurement reports and on a timely basis.

Experience:

- Minimum of 6 years hands on experience in procurement of pharmaceutical logistics, Medical and non-medical items preferably in INGO.
- Evidence of practical experience in logistics management within the field of supply chain management Medical and non-medical item procurement and distribution support within a public health context.
- Proven record of experience of the management of logistics and procurement at officer level.
- Experience and the ability to prepare timely, complete and accurate reports.

Desirable Experience:

- Excellent knowledge of the local regulatory environment, including knowledge of customs clearance, FMHACA required Medical items (Drug and Equipment) import rule and regulation importing processes.

Qualifications:

- BA degree in Logistics, Procurement, pharmacy and Supply Chain Management

The position involves:

This position does involve “Working with Children” either direct or indirect.

Travel: International/Domestic

Additional Responsibility: As assigned by the Supervisors