ROLE PURPOSE: Procurement & Logistics Coordinator

Our Vision
We see a world in which no person is needlessly blind or vision 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.

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.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability
We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

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.

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

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 & Logistics Coordinator  
**Division:** Programs  
**Location:** Addis Ababa, Ethiopia  
**Date:** November 2021

**Employment type:** Fixed Term, Full Time  
**Reports to:** Procurement & Logistics Manager  
**Number of direct reports:** NIL  
**Leadership Band:** Leads self

**Purpose of the role:**
Under the supervision of the Procurement and Logistics Manager, the Procurement & Logistics Coordinator performs procurement activities from purchase request reception to offer analysis, recommendation to effecting payment and receiving purchased goods/services. The incumbent may serve as a member of the purchase committee of the section.

To coordinate local and international high value procurements and will support the Procurement & Logistics Manager and assist the procurement team in ensuring all the project’s procurement of goods, service and works are achieved according to the project guidelines and in a timely fashion. He/she will ensure that all commodity procurement actions are compliant with FHF regulations.

**Key Responsibilities:**

**Program Management:**

- Identify global vendors and suppliers for unique equipment purchases and manage and maintain excellent vendor relations
- Facilitating with the suppliers shipping document for Customs clearance and coordinating with Clearing and forwarding agents, ensuring full delivery of cargos
- Ensure budget holder provide annually procurement plan and initiate procurement plan discussion with budget holder.
- Prepare a detailed procurement plan and schedule for the successful delivery of the medical supplies, works, goods and services rollout program
- Management of the tendering process once specifications have been agreed by Logistics and Procurement managers for high value procurements.
- Prepare bid documents including Invitation to bid (ITB) Request for Interest (RFIs) and Request for Proposals (RFP)
- Preparation of standard bidding documents, with terms and conditions of the tender.
- Establish/maintain/manage relationships with suppliers including soliciting and negotiating quotes; maintaining continuous communication with suppliers including order confirmation, following-up on deliveries and communicating delivery.
- Develop and/or assist in developing procurement policies, procedures, & guidance documents.
- Source / Research and provide competitive procurement options to deal with limited supply of products and services.
- Demonstrate expert knowledge of the supplier evaluation and selection process and manage the process for high value/high risk projects.
- Ensure storage manage and disposal of old record beyond requirement under the donor or government regulation.
- Support negotiations are carried out on contracts and Orders to realize possible savings for the organization.
- Support the promotion of the development of a safety and security culture in FFH by providing technical advisory safety and security services to the management.
- Perform any other duties as requested as requested by your manager.

**Our Capabilities:**

![Look Out, Look Within, Look Beyond](image)

**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.

**Essential Experience:**

- At least 10 years’ experience for BA/BSc degree holders and 7 years for MA/MSc degree holder in procurement, preferably in Pharmaceutical Procurement.
- Proven language proficiency in written and spoken English;
- Computer literacy in MS-Word, Excel.
- Working knowledge of public procurement regulations, including USAID experience and knowledge of different donor requirements (EU, ECHO and the like).
- Have experience with developing systems for Vendor Development and Vendor Evaluation.
- Must possess time bound “Key Performance Indicators” for self and team to monitor multiple requisitions.
- Basic understanding of strategic sourcing.
- Basic overall understanding of supply chain including forecasting, planning and inventory.
- Exceptional communication skills.
- Strong computer skills, experience with Excel and Access desirable.
- Interest in international development and working with multiple countries across time zones and culture, intellectually curious individual encouraged to apply.
- Have an experience in managing or dealing staff security and safety roles.
Minimum of 3rd grade valid driving license is a MUST.

Qualifications:
- MBA/MSC or BA/BSC degree in Business Management/Administration, Supply Chain Management, Logistics and Procurement or related field or with equivalent experience

The position involves:
This position is recognised as having “Contact with Children” either direct or indirect

Travel: International/Domestic

Additional Responsibility: