

ROLE PURPOSE: Procurement & Logistics Manager



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 & Logistics Manager	Division: Programs	Location: Kenya	Date: December 2020
Employment type: Full time Fixed Term	Reports to: Finance & Operations Manager	Number of direct reports: 1	Leadership Band: Leads Others

Purpose of the role:

The Procurement & Logistics Manager will be responsible and accountable for the delivery of all procurement and logistics related activities in accordance with the organization's procurement and logistics policies and procedures. Leads operational country-assessments, including supply chain management, purchasing, facilities, and fleet management. Serve as the procurement specialist and will be responsible for developing and standardizing operations processes and systems in accordance with country office guidance and directives.

Collaborates with colleagues across departments to identify system needs, process bottlenecks, and to develop unique solutions to enable more timely, efficient, and accountable operations. Support preparedness planning across country programs, developing instructional material, facilitating training, and mentoring staff.

Key Responsibilities:

Procurement Management

- Liaise with Program staff to ensure any requirements for procurement support are identified approved and procured in a timely, well-documented and cost-efficient manner. Implement an annual planning process to streamline repetitive procurement of goods to increase competitive tendering and internal processes.
- Liaise with the Program staff to get the required specifications for the equipment and advise the concerned teams.
- Establish and update supplier database for both medical and non-medical materials, as necessary arrange for preferred supplier agreements for types of supplies as well as services that will be demanded on a regular basis.
- 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.
- Manage performances and contracts of long-term and short-term suppliers.
- Conduct continuous capacity assessment of implementing partners, analyze gaps and provide trainings to strengthen capacities.
- 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.
- Provide procurement support to the cluster countries and any other as required.

Logistics and Program Support

Responsible for all logistics, procurement and distribution of medical and non-medical supplies for the needs of the programs and operations of FHF Kenya.

- Provide professional advice in relation to drugs and medical supplies.
- Keep abreast and ensure FHF Kenya team is updated of changes in regulatory policy changes as related to pharmaceuticals and medical supplies.
- Prepares and submits periodic procurement, inventory status, consumption and other related reports of the unit.
- Establish and maintain sound and easily retrievable records and files (hard copies and electronically, as necessary) for all forms and process of procurement, storage and distribution transactions.
- Establish and maintain asset and inventory registry, including equipment allocation & maintenance, and disposal of assets in accordance with donor regulations.

Fleet Management

- Ensure transport needs are met on time and efficiently managed with sound transport need scheduling so that operational and programmatic activities run smoothly.
- Facilitate FHF Kenya owned and rented Vehicles are maintained in good and secured conditions at all times in coordination with Project Officers and other responsible staff members.
- Ensure efficient utilization of available vehicles and any other transport resources and monitor associated running costs are maintained at reasonable range at all times.
- Ensure vehicle insurance policies are renewed, any accidents are reported and claims are processed on time and efficiently.

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 behaviors 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.
- Strengthen capacity of staffs and partners in relation to procurement, storage, distribution, and related functions management especially in relation of pharmaceuticals and medical supplies and equipment.

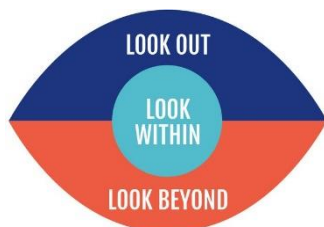
Leadership & Management

- Role Model to a high standard The Foundation's policies and procedures, values and leadership standards.
- Proactively contribute to the development of the divisional strategy.
- Ensure all direct reports have clear performance goals and development plans which enable them to succeed.
- Ensure the effective management of the division's resources (financial, technical, human resources and operational) in order to achieve the Foundations strategic objectives.
- Play advisory role on all procurement and logistics management aspects to all FHF offices in the Kenya cluster.
- Effectively select, retain and develop talent, experience and skills to help build a strong Foundation.
- Proactively lead a team, to ensure a high standard of employee engagement.

Capacity Building

- Organize Procurement trainings for both program and operations staff on a regular basis.
- Train staff on procurement and logistic procedures and policies to ensure compliance with government regulations and documentation requirements pertaining to exports.
- Develop and maintain an effective orientation package and ensures that new staff members are appropriately orientated on Procurement policies and procedures in a timely manner.
- Ensure that Procurement department maintains cooperative relations with other departments and interacts with them in a positive manner.

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.

Essential Experience:

- Evidence of practical experience in procurement and logistics management including pharmaceutical supplies within the field of supply chain management and medical distribution support within a public health context.
- At least 7 years of relevant experience in non-governmental sector at managerial or coordination level.
- Proven record of experience in the management of strategic procurement and logistics at a management level.
- Experience in the management of budgets and the ability to prepare timely, complete and accurate reports.
- Excellent knowledge of the local regulatory environment, including knowledge of customs clearance and importing processes.
- Experience in pharmaceutical and general supply chain management.

- Previous experience in a management capacity

Skills:

- Strong negotiation, interpersonal and organization skills.
- Proven Planning and Coordination 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.
- Coaching and capacity building skills of staff and partners;
- An energetic self-starter with the resilience, pace, interpersonal flexibility and comfort with ambiguity to succeed within the evolving and sometimes demanding contexts;
- Ability to be flexible/adaptable in the face of changing priorities and to maintain a sense of humor;
- Ability to work independently, take initiative, set priorities and support programs;
- Customer focused and ability to deal with persons at all levels.
- Proficiency with MS Word and Excel.
- Ability to produce the Monthly Procurement reports and on a timely basis.
- Capacity building the Cluster staff and partner on procurement processes and policies
- Ability to understand the budget and clearly delineate high value and volume procurement.
- General understanding of supply chain management and oversee related procurement.
- Develop a proper procurement lead time and supplies that are time driven and definite in cycle.

Desirable Experience:

- Basic knowledge on Ophthalmic equipment

Qualifications:

- Masters degree in Procurement, Supplies or Logistics.

The position involves:

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

Travel:

International/Domestic

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.