

# ROLE PURPOSE



**Role Title:** Procurement and Logistics Coordinator

**Division:** Program Implementation

**Location:** Addis Ababa, Ethiopia

**Date:** July 2023

**Employment type:** Full time/, Permanent

**Reports to:** Procurement and Logistics Manager

**Number of direct reports:** Nil

**Leadership Band:** Leads self.

## Purpose of the role:

Under the supervision of the Procurement and Logistics Manger, the Procurement and 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.

The Coordinator Coordinates foreign and local high value Procurements and will support the Logistics and Procurement Manager will 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.

The Procurement and Logistics Coordinator will own the outcomes of:

1. Identifying global vendors and suppliers for unique equipment purchases and manage and maintain excellent vendor relations.
2. Facilitating with the suppliers shipping document for Customs clearance and coordinating with Clearing and forwarding agents, ensuring full delivery of cargos
3. Ensure budget holder provide annually procurement plan and initiate procurement plan discussion with budget holder.
4. Prepare a detailed procurement plan and schedule for the successful delivery of the medical supplies, works, goods and services rollout program.
5. Prepare bid documents including Invitation to bid (ITB) Request for Interest (RFIs) and Request for Proposals (RFP)
6. 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.
7. Develop and/or assist in developing procurement policies, procedures, & guidance documents.
8. Perform any other duties as requested as requested by your manager.

## Our Capabilities:

### As a member of The Foundation Family, you will:



1. Live by the values of The Foundation and support The Foundation's culture, performance, and brand.
2. Adhere to all The Foundation's policies and 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 at least 7 years for MA/MSc degree holder in procurement, preferably in Pharmaceutical Procurement.
- 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
- Basic understanding of strategic sourcing
- Basic overall understanding of supply chain including forecasting, planning and inventory.

## Skills:

- Proven language proficiency in written and spoken English.
- Strong interpersonal and negotiation skill
- Exceptional communication skills
- Strong computer skills, experience with MS office.
- Vehicle driving license

## Desirable Experience:

- Interest in international development and working with multiple countries across time zones and culture, intellectually curious.
- Possess time bound "Key Performance Indicators" for self and team to monitor multiple requisitions.

## Qualifications:

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

## The position involves:

This position is recognised as having "Contact 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.

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

## To work in The Foundation, you will:

- Be eligible to work in Ethiopia
- Undergo background check including criminal records and qualifications check.
- Undergo working with children check for positions that are identified as working with children