



Elizabeth Glaser Pediatric AIDS Foundation (EGPAF)

VACANCY ANNOUNCEMENT

Job Title: Procurement & Logistics Manager

Job openings: 01

Locations: Yaoundé

Reports to: Operations Director

Contract Duration: One year with possibility of extension

Terms of Offer: This position is remunerated on local terms. (for local candidates only)

Possible start date: Immediate/April 1st, 2018

The Elizabeth Glaser Pediatric AIDS Foundation is a global leader in the fight against pediatric HIV and AIDS, working in 19 countries and at over 5,500 sites around the world to prevent the transmission of HIV to children, and to help those already infected. Today, because of the highly successful work of the Foundation and its partners, pediatric AIDS has been virtually eliminated in the United States. With a growing global staff of over 1,000—nine of 10 who work in the field—the Foundation's global mission is to implement HIV prevention, care, and treatment programs; further advance innovative research; and to execute strategic and targeted global advocacy activities to bring dramatic change to the lives of millions of women, children, and families worldwide. For more information, please, visit our page: www.pedaids.org.

EGPAF works in partnership with the Ministry of Health NACC and the Regional and District Health Teams to support HIV Prevention, Care and Treatment and health systems strengthening services. EGPAF is mainly funded by PEPFAR through the Centers for Disease Control and Prevention (CDC) and the United States Agency for International Development (USAID).

Purpose of the Job

To facilitate the acquisition, supply, delivery, storage and disposal of goods & services, as well as logistics operations at optimum cost-effective levels in a thoroughly documented, compliant, expeditious and effective manner - and will execute their duties with unyielding integrity.

Key duties:

1. Process Improvement / Compliance

- Contribute in the design, development, implementation and maintenance of contextualized procurement, purchasing, logistics and distribution operating procedures and guidelines achieving the most cost effective and efficient processes for procurement & logistics in order to attain operational excellence



- Liaise with other operations departments as well as programs in procurement & logistics execution to ensure an integrated internal controls framework, enabling consultative, transparent, technically proficient and compliant procurement decisions
- Guided by a solid grasp of applicable government, organizational and donor rules and regulations, provide guidance, advice and technical opinions on policy interpretations, contract matters and donor mandates in the realm of procurement & logistics.
- Collate and share best practices in procurement & logistics from networks, trainings, workshops and conferences, et cetera to ensure a dynamic and relevant procurement & logistics function.

2. Vendor Relationship Management

- Coordinating sourcing strategies and developing - through a full and open process – a comprehensive supplier base for the supply of goods and services, constantly researching to ensure a reliable and competitive vendor base
- Develop, manage and maintain an **arm's length** relationship with vendors at all levels; will ensure that EGPAF suppliers for goods & services fulfill their obligations in a timely fashion, are paid on a timely basis, and that any disputes arising are managed in a professional, procedural and consultative manner
- Negotiate with vendors to facilitate EGPAF's compliance with USG regulations on non-payment of VAT; will vigorously pursue outstanding VAT exemption claims, reimbursement checks from vendors and will maintain and report on the VAT exemption status on a quarterly basis

3. Documentation

- Prepare and review supplier evaluations/bids analysis, requests for awards, purchase orders, contracts for services and other procurement documents, ensuring strict adherence to applicable procedures, accuracy and completeness of procurement supporting documents
- Generate and disseminate complete, accurate and relevant monthly procurement reports on user friendly, standardized templates to support project management decision making
- Identify and/or solicit organizational filing needs, matching them with existing resources and when necessary, implementing innovative, cost effective solutions to match the growing needs; will also manage EGPAF's archive documentation in a systematic/orderly and secure manner to ensure strict conformance with applicable document retention provisions
- Facilitate the development and dissemination of procurement & logistics checklists, templates and other tools – ensuring a standardized implementation across all EGPAF offices



4. Asset & Supplies Management

- Ensure availability of supplies by maintaining a comprehensive inventory of supplies (both EGPAF & site support supplies) and conducts periodic/surprise audits of procured supplies as an additional documented internal control measure
- Establish & coordinate an overall, synchronized projects' supplies annual procurement plan, thereby minimizing ad hoc procurements, and aiding projects' to better manage planned procurements and expenditures'
- Act as property manager for office assets, coordinating their purchasing based on assessed needs, systematic tagging, insurance (and related claims processes), annual documented physical verification and disposal at close out per project specific disposal provisions
- Secure supplies and assets by implementing security system measures and providing a clean and safe supplies storage environment

5. Fleet Management

Provide high level fleet management advice including optimal scheduling, documented analytic reports on vehicle usage logs vis a vis satellite tracking information, fuel consumption reports and master calendar for all vehicles

6. Staff Management & Supervision

- Ensure, delegating as appropriate, that each offices' procurement & logistics function is adequately staffed, managed and resourced
- Ensure development, update and adherence to procurement & logistics policies and procedures at all office levels
- Assist in recruitment of procurement & logistics staff and building of department's staff capacity
- Conduct performance appraisals for procurement & logistics staff and ensure relevant and up to date job descriptions at all times
- Promote learning and development amongst procurement & logistics staff through on-job trainings, mutually agreed upon professional development courses/tuition and coaching and generally motivate staff to improve performance
- Lead procurement & logistics team by example in terms of work ethic, skills, knowledge development and integrity

7. Other Responsibilities

- Liaise with EGPAF HQ and Regional departments as needed to enhance efficiency, effectiveness and compliance
- Updates and disseminates knowledge by studying existing and new regulations, participating in educational opportunities, reading professional publications and maintaining personal networks
- Ensure continuous innovations, adoption of best practices and regular reviews of procurement & logistics operations for optimal efficiency



- Recommend any additional procurement & logistics procedures/guidelines to the Director of Operations for review, approval and adoption
- Analyze risk areas in procurement & logistics operations and recommend mitigating solutions

Knowledge, Skills, and Abilities

Qualifications:

1. Minimum Business-related degree and a diploma in purchasing and supplies management
2. Minimum five years working in donor funded project accounting (preferably USG funded) at a senior level

Knowledge, Skills, and Abilities

1. Uncompromising Integrity
2. A wide understanding and experience working with USG funded projects
3. Experience with commodity management tracking systems
4. Excellent communication and negotiating skills
5. Well-developed interpersonal skills and experience developing staff by assessing development needs, coaching and delivering training
6. Strategic thinking, able to work in team settings and to provide suitable leadership therein
7. IT Savvy, including accounting soft wares
8. Willingness to travel (at least once a month)
9. Proficient in English and French.

How to apply

Qualified candidates should submit a CV and cover letter through the following link.

chj.tbe.taleo.net/chj05/ats/careers/searchResults.jsp?org=PEDAIDS&cws=1

Applications will be considered on or before 22nd March 2018, 5:00 PM Cameroon time.

Please note that only short-listed applicants meeting the above requirements will be contacted.