

VACANCY ANNOUNCEMENT

Doctors with Africa CUAMM operates in Sierra Leone since 2012, its mission is to enhance access to quality primary and secondary health care with a specific attention to maternal and child health care by using the network of CHWs as well, nutrition, communicable and non-communicable diseases' prevention, diagnostic and treatment services.

Doctors with Africa CUAMM works to save lives by combating hunger and diseases that threaten the lives of vulnerable communities, through nutrition, food security, water and sanitation, health and advocacy.

Job title: Logistics and Procurement Officer (1)

Duty Station: Freetown- PCMH

Department: Logistics

Reporting to: Project Manager (first responsible),Country Manager/Administrator (second responsible)

Contract type: Fixed-term contract (4 months), with 1-month probation period, with possibility of renewal based on available funds.

JOB SUMMARY:

The purpose of this post is to ensure that the PMCH projects are provided with timely and adequate support in terms of procurement of goods, services and repairs, movement of staff and goods, all procedures are correctly followed and applied and all relevant documents are assembled/produced and archived, as well as accounting for all assets, managing stocks and fleets.

The Logistic and Procurement Officer is required to have an attitude of elasticity and flexibility for tasks changes or integration that might emerge due to local needs and the effort of inserting his/her actions in the wider context of CUAMM presence in Sierra Leone, in order to foster coherence and continuity among current and future projects. In addition to that is required an aptitude to collaborate and coordinate, with a fruitful and effective approach, with colleagues that could be potentially be added to support additional tasks.

The main responsibilities are:

Procurement Management:

- Coordinate the procurement process for PCMH supplies, equipment, and other necessary resources.

- Source reliable suppliers, negotiate contracts, and ensure timely delivery of materials within budget constraints.
- Maintain accurate and transparent procurement records and documentation in compliance with organizational policies and donor requirements.
- Ensure donors and Cuamm's procedures are followed properly.

Asset Monitoring and Maintenance:

- Maintain a system for tracking and monitoring PCMH projects assets, including medical equipment and vehicles.
- Conduct regular inspections and maintenance checks to ensure the functionality and safety of assets.
- Coordinate repairs, replacements, and disposal of assets as needed, adhering to established protocols and guidelines.

Transportation Management:

- Coordinate transportation logistics for the delivery of supplies, equipment, and personnel.
- Plan and optimize transportation routes to minimize costs and maximize efficiency.
- Ensure compliance with transportation regulations and safety standards.

IT Support:

- Collaborate with IT personnel to ensure the smooth operation of technology systems and infrastructure.
- Provide technical assistance and troubleshooting support to staff members for IT-related issues.
- Oversee the installation, configuration, and maintenance of IT equipment and software applications.

General Logistics Support:

- Assist in the development and implementation of logistics policies, procedures, and guidelines.
- Support the PM of PCMH project planning and implementation by providing logistical expertise and guidance.
- Supervise the warehouse for PCMH by organising the regular delivery to the hospital and guarantee that the database is constantly updated and the store in good order, in collaboration with the designated store keeper.
- Keep update to the PM regarding the medical equipment/assets stocked in the warehouse that could be allocated to other projects or donated to other hospitals or the MoH, according with the need.

- Collaborate with other team members to address logistical challenges and find solutions.

The collaborator must have a proficient and proactive approach in organizing the job with a problem-solving attitude and collaborate transparently and efficiently with existing and future colleagues in the field and at the HQ, guaranteeing a clear and constant communication pathway.

Qualification as Required

A Bachelors degree- in fields such as Supply Chain Management, Logistics, Business Administration procurement or a related discipline, with 3-5 years experience in logistics, procurement or similar role. Other skilld may include good communication skills, attention to details, problem solving ,time management, technical proficiency ect.

How to apply

Interested candidates should apply by email attaching CV + cover letter ONLY (preferably as a single attachment) to sierraleonehr@cuamm.org, or by delivering the application letter to CUAMM office– 22 Wilkinson Road , Freetown, not later than **June 7th 2024, 5:00pm**.

The subject of the email should be **APPLICATION FOR position of Logistics and Procurement Officer-** and the attachments should be saved with the applicant's full name.

Only short-listed candidates will be contacted. Short-listed applicants will be invited for an interview at the CUAMM office in **Freetown**. Please note that this application is urgent, so we kindly ask all interested candidates to send in their applications within their earliest convenience.

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY!!!!