

Haramaya University

Child Health and Mortality Surveillance (CHAMPS) Ethiopia

Logistics and Procurement Officer (LPO)

We are seeking to appoint a full time Logistics and Procurement officer, with a good level of experience in clearing, forwarding of logistic goods including medical, laboratory, IT, scholastics amongst others. Experience working with Ethiopian customs and revenue office is paramount. This position will require partial work in Addis Ababa, and in Harar, Ethiopia. The role is to support supply of goods, equipment, reagents and clinical items for a medical research laboratory of a new Child Health and Mortality Prevention Surveillance site in Harar, Ethiopia. This is a collaboration between Haramaya University, the London School of Hygiene & Tropical Medicine and Emory Global Health Institute.

CHAMPS clinical and laboratory are based at the College of Health and Medical Sciences, and at Hiwot Fana Hospital in Harar. The post-holder will be responsible for collating stocks counts from each section, including laboratory, clinical, IT team, offices and other departments closely working primarily for CHAMPS. They will be expected to: liaise with the University accounts department, Research office, and liaison office in Addis Ababa to process all necessary documents related to clearance of good from customs and procurement.

HARAMAYA UNIVERSITY, OROMIA, ETHIOPIA

Haramaya University is one of the oldest Universities in Ethiopia, with its first intake in 1954. It is about 17km from the city of Harar, 40km from Dire Dawa (where there is a regional airport), and 510km East of Addis Ababa. The College of Health and Medical Sciences is based on a campus in Harar town to facilitate training of students in nearby hospitals. This campus also hosts the office of the two Health and Demographic Surveillance Systems (HDSS).

CHILD HEALTH AND MORTALITY PREVENTION SURVEILLANCE NETWORK (CHAMPS)

The Child Health and Mortality Prevention Surveillance network (CHAMPS, <http://champshealth.org/>) is a new global health surveillance network funded by the Bill & Melinda Gates Foundation, aimed at understanding the causes of child death in developing countries, particularly sub-Saharan Africa and South Asia. The Emory Global Health Institute, which houses the U.S. office of the International Association of National Public Health Institutes (IANPHI), is the lead partner in the network and has worked with the London School of Hygiene to develop the collaboration with Haramaya University.

JOB DESCRIPTION

Post: **Logistics and Procurement Officer (LPO)**

Location: Haramaya University, Oromia, Ethiopia

Responsible to: **Project Manager**

Full Time/Part Time/Casual: Full time

No. of posts: 1

Duration of contract: 1 year with possible extension

Salary: 12,000 ETB per month

Place of Application

- Haramaya University Human Resource and Development Directorate office, Administration Building 1st Floor, Room No. 114 at Haramaya
- Haramaya University College of Health and Medical Sciences, Human Resource Management and Development Associate Director Office, No.7 at Harar.

- Haramaya University Liaison Office at Addis Ababa, Arat Kilo. Former Germany Cultural Institute Building Office No.15.

Deadline for Application Within 10 (Ten) Working days after the announcement of this vacancy

Principal Duties and Responsibilities

The post-holder will work flexibly between Addis Ababa office (HU liaison office) and at the CHAMPS site in Harar, Eastern Ethiopia. The post-holder will be responsible for ensuring that all aspects of a logistics team, such as procurement, clearing, specimens shipping, stores and tax office are working together to fill orders and deliver required logistics on a timely basis. They will use stock management platform, processes and systems and design and implement new logistics management plans and procedures to minimise waste and reduce cost as needed.

Key Responsibilities

1. To develop a database of all research consumables and stock-ordering plan, using recommended stock management program.
2. To coordinate logistics in Ethiopia and London, and other external suppliers.
3. To assist in the management of supply chain, cold chain supply and import and export of biological logistics.
4. To lead in ordering supplies from international sources, for health research program
5. To be able to fluently communicate in English, professionalism in corresponding to emails and telephones calls.
6. To keep accurate and up to date stock counts and logs,
7. To prepare product codes (HS), query inventory of supplies and be able to order make new orders on time.
8. To assist with obtaining appropriate documents such tax exemption or budget letters etc
9. To procure and ensure delivery of research goods on time.

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is full consultation with the post-holder. The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested.

PERSON SPECIFICATION

Essential requirements

1. Bachelor in social science (Economics, Accounting, Management, Logistics or Procurement management).
2. Experience clearing of goods from Ethiopian customs and revenue authority.
3. Experience of clearance and forwarding of medical related consumables, laboratory reagents, clinical and pharmaceutical goods.
4. Excellent oral and written communications skills in Amharic.
5. Good level command of written and spoken English language to communicate with coordination officer in London.
6. Ability to compose and respond to professional style emails and respond in timely manner.
7. Experience using standard Microsoft office packages, especially excel, and other software to manage stock.

Desirable requirements

1. Have dealt with customs office in Ethiopia
2. Have coordinated Clearance of medical supplies
3. Understanding of the procurement and supply chain management
4. Has regional presence in Addis Ababa