

JOB DESCRIPTION

Job title:	Procurement and Logistics Manager - SMC	Location:	Nampula, Mozambique
Department:	Management	Length of contract:	1 year
Role type:	National	Grade:	8
Travel involved:	20%	Child safeguarding level:	3, slight risk
Reporting to:	Line manager: SMC Project Manager	Direct reports:	Driver

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country and project background

Malaria Consortium began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country. Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and diarrhoea. Most recently Malaria Consortium introduced a mobile health platforms (UpScale) for the community health worker's country program and a new initiative to strengthen surveillance system in Mozambique for better decision making based on timely and reliable malaria data. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

To prevent malaria in those most vulnerable to the disease's effects in areas where malaria transmission is seasonal, the World Health Organization (WHO) recommends seasonal malaria chemoprevention (SMC). SMC is the intermittent administration of monthly courses of sulfadoxine-

pyrimethamine (SP) and amodiaquine (AQ), or SPAQ, to children between 3 and 59 months during the rainy season. Malaria Consortium has been a leading implementer of SMC since the WHO issued its recommendation to scale up the intervention in 2012. In 2020, the programme aims to reach around 11 million children in Burkina Faso, Chad and Nigeria, mainly using philanthropic funding received as a result of being awarded Top Charity status by GiveWell.

Because resistance to SP is widespread in East and Southern Africa, SMC has so far only been implemented across the Sahel zone of West Africa. However, it has been suggested that SP may retain its protective efficacy even in areas where resistance is high. There is therefore a need to test the feasibility and efficacy of SMC in areas in Eastern and Southern Africa where malaria transmission is seasonal. In collaboration with the National Malaria Programme in Mozambique, Malaria Consortium is planning to conduct a pilot, which would involve administration of four monthly cycles of SMC to a target population of around 75,000 children under five in two districts of Nampula province, starting in November 2020.

Job purpose

The Procurement & Logistics Manager will be responsible for procurement and logistics planning and implementation relating to the SMC pilot project. This will include procurement and delivery of projects supplies and services and the management of planning, import, storage, transport and reconciliation of project commodities, predominantly pharmaceuticals including all other needs to ensure the functioning of the Nampula office

Scope of work

The role will oversee the local procurement of commodities required for the SMC pilot project, and contribute to the procurement of SMC commodities procured internationally, which will be coordinated by Malaria Consortium's global Operations team. The role will encompass maintaining all relevant documentation to demonstrate compliance with organisational policies and value for money, managing local supply chains and, liaising closely with sub-contractors. A substantial proportion of the role will focus on stock management and will also manage and facilitate the field movement and travel arrangements of Malaria Consortium project staff, including line managing a driver and maintaining a project vehicle

Key working relationships

The Procurement & Logistics Manager will report to the SMC Project Manager. The role will liaise closely with the Nampula-based project team, including a Research Coordinator, Finance Officer and driver. It will also work closely with the Mozambique Country Operation focal point in Maputo and Malaria Consortium's global operations team based in London, UK. Externally, the role will work with subcontractors, in particular those commissioned to transport commodities.

Key accountabilities

1. Procurement and supply chain (500%)

- Develop a procurement plan for the SMC pilot project for both SMC implementation and research activities, including commodity quantification and distribution plans
- Manage the procurement of all SMC supplies and services (e.g. stationary, distribution kits, printed materials, vehicle rental and training/meeting events) procured nationally, applying Malaria Consortium's finance and procurement policies, ensuring value for money and on-time delivery at the right location
- Manage all import processes and documentation for commodities procured internationally

- Manage in-country transport of all SMC supplies and commodities to the point of distribution
- Maintain, update and share on a weekly basis a procurement tracker for all procurements
- Support the Project Manager and Research Coordinator in planning project activities, ensuring commodities are received on time and at the required quantities
- Ensure that all procurement and contract documentation is complete, compliant with organisational policies and handed over to finance for storage, retaining copies of relevant files when needed for good procurement management

2. Stock management (30%)

- Lead set-up of stock management processes and tools for SMC commodities in Mozambique
- Forecast needs and produce timely requisitions to ensure stock-outs are avoided during SMC administration
- Work closely with third parties (e.g. warehouse, district health authorities) to ensure that all stock is registered, stored as per good practice conditions for the item, and tracked to the point of delivery
- Monitor, with supervisory visits and documented spot checks, inventory storage and movement records in all warehouses involved in the SMC campaign
- Ensure that all stock tracking documentation for Malaria Consortium managed stock (e.g. goods-received notes, stock release forms, waybills, packing lists stock cards etc.) are appropriately filed and can easily be referenced
- Collate information and produce timely stock reconciliation reports at the end of each SMC cycle and at the end of the campaign for all stock within projects where Malaria Consortium is accountable, including stock held by third parties
- Investigate any losses and ensure that relevant people are held to account for such losses

3. General logistics, security and fleet management (20%)

- Support the SMC Project Manager development and implementation of provincial safety and security plans for the SMC implementation
- Serve as the focal point for the SMC program team for logistics inquiries.
- Serve as focal point of COVID 19 mitigation plan
- Design optimal logistics plans to collect supplies from their source and deliver them to the end user, including modes of transport, storage hubs, freight routes and roles and responsibilities
- Manage the field movement and travel arrangements of Malaria Consortium staff in line with work plans, the provincial safety and security plans and the organisational travel policy
- Ensure SMC project assets are tracked and managed as per Malaria Consortium's asset management policy
- Line manage a driver and ensure that any vehicles used for the project are maintained as per the manufacturer's preventative maintenance schedule, are continually checked to ensure they are safe and reliable, with relevant first aid and recovery kits, as well as communication modes
- Be a focal point and ensure that car rentals to support the project, follow all procedures and selection including safety verification before departure
- Complete and submit the organisational fleet monthly tracking sheet with comments and recommendations related to running costs.
- Ensure availability of a functioning and safe work environment for Malaria Consortium staff based in Nampula and at district-level, for example by ensuring access to IT, office equipment

Person specification

Qualifications and experience:

Essential

- Bachelor's degree in relevant discipline
- Relevant supply chain and/or procurement qualification (e.g. Supply Chain Masters or CIPS)
- Experience in Procurement and logistics management role in a comparable context
- Experience with managing pharmaceutical supply chains

Desirable

- Experience working in an international NGO

Work-based skills:

Essential

- Working knowledge of contract negotiation and management
- Strong proficiency in MS Excel and data analytics
- Up-to-date knowledge of best practice using advanced inventory management tools
- Fluency in English and Portuguese

Desirable

- Knowledge of WHO Good Storage and Good Distribution Practices
- Knowledge of global health and development

Core competencies
Delivering quality results
<p>LEVEL C – Supports others to achieve results</p> <ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
<p>LEVEL B – Uses evidence to support work</p> <ul style="list-style-type: none"> ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ Uses evidence to evaluate policies, projects and programmes ✓ Identifies links between events and information identifying trends, issues and risks ✓ Ensures systems are in place to address organisation needs
Interpersonal and communications
<p>LEVEL C – Adapts communications effectively</p> <ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
<p>LEVEL B – Collaborates effectively across teams</p> <ul style="list-style-type: none"> ✓ Proactive in providing and seeking support from expert colleagues ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution ✓ Proactive in building a rapport with a diverse range of people
Leading and motivating
<p>LEVEL C – Effectively leads and motivates others or direct reports</p> <ul style="list-style-type: none"> ✓ Gives regular, timely and appropriate feedback ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develop the skills and competence of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
<p>LEVEL C – Supports others to cope with pressure</p> <ul style="list-style-type: none"> ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
<p>LEVEL C – Supports others to live Malaria Consortium’s values</p> <ul style="list-style-type: none"> ✓ Demonstrates personal integrity by using role position responsibly and fairly ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences
Strategic planning, thinking and sector awareness
<p>LEVEL B – Is aware of others’ activities and vice versa in planning activities</p> <ul style="list-style-type: none"> ✓ Takes account of team members’ and others’ workload when planning ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of others’ activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works