

Head of Supply Chain, WV Haiti

Location: [Central/South America] [Haiti]

Category: Supply Chain

Job Type: Open-ended, Full-time

***Please submit your CV in English.**

PURPOSE OF POSITION:

The Head of Supply Chain will oversee the end to end supply chain process for pharmaceutical and medical equipment requirements encompassing safety, sourcing, product selection, demand planning, quality, inventory, warehousing and transport. Develop world-class partnerships with suppliers and other organizations.

The Head of Supply Chain has the responsibility for the development and maintenance of strategic initiatives within the Pharmaceuticals and Medical Equipment category of the Global Fund grant being implemented throughout Haiti. A good proportion of the total category spend, and suppliers will not be managed directly; however, the Head of Supply Chain will need to consider the total spend within the strategy, provide support and oversight.

KEY RESPONSIBILITIES:

- Manage end to end supply chain process for pharmaceutical, health products, medical devices and medical equipment requirements.
- Serve as subject matter expert for drug procurement, medical devices and equipment and service providers related to pharmaceutical regulatory and donors' requirements.
- Develop processes to ensure compliance related to key supply chain requirements such as quality control, cold chain storage and distribution.
- Per Health program requests, provide technical advice and guidance about importation process, sourcing information and review large pharmaceuticals orders placed by country programs to minimize inappropriate procurement.
- Prepare and submit drugs orders following the quantification and track orders, Monitor and forecast upcoming levels of demand and track inventory levels.

- Well versed in analysis of spend data and cost models for continuous improvement and develop an information sharing network regarding product safety.
- Lead supplier selection and pre-qualification process.
- Develop supplier score cards and other analytics to enable team to effectively manage supplier performance.
- Lead strategic supplier relationship management to continually identify process improvements and cost reduction opportunities and demonstrate significant expertise in contract negotiations and cost management.
- Maintain relationships with various business functions across the organization including health unit, legal, and regional/country offices.
- Establish and test a robust medicine and device recall cascade and reporting mechanism in case of safety concerns.
- Oversee quality control and pharmacovigilance activities, when deemed necessary or as an element of routine supplier management. In accordance with national and international standards, including the Guide to Global Fund Policies on
- Procurement and Supply Management of Health Products.
- Conduct/organize regular and ad hoc inspections of WVI suppliers and their manufacturers, to safeguard the quality of supplies delivered to WVI beneficiaries.

KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum Qualification required: Pharmacist by training or other health science. Masters preferred.
- Proficiency in Microsoft Office programs including Excel and Word.
- Fluency in English and working knowledge of French is preferred.
- Knowledge of governmental laws and regulations related to health programs and knowledge of internal control procedures and practices is preferred.
- Knowledge of WAMBO, the Global Fund's online procurement system is preferred.

Preferred Skills, Knowledge and Experience:

- 5-7 years of experience in quantification for Health Products for HIV and TB, required.
- Experience in laboratory strengthening projects, required.
- 5-7 years of experience with Global Fund grants, an advantage/ preferred.
- Experience in supply chain strengthening projects, an advantage/ preferred.
- Experience in sourcing both pharmaceuticals, medical devices and equipment.
- Extensive experience of medical logistics and pharmaceutical supply chain systems in developing contexts.
- Experience with managing medical warehousing facilities in support of NGO health programs.
- Successful experience in audit/assessments and the implementation of supply chain management improvements.
- Knowledge of developments and trends within HIV/TB pharmaceuticals industry.
- Knowledge of risk management, with the ability to identify and address anticipated issues.
- NGO experience preferred with understanding of institutional donors' policies relating to Health Product procurement and management.
- Extensive knowledge of Health Product related quality systems such as GDP and GMP as well as experience of others for example ISO 9000 series.
- Must have proven project management skills and experience, excellent communication skills, the ability to find solutions and achieve results, the ability to analyze and resolve complex issues and the ability to motivate team members.
- Ability to establish supplier specifications, measure conformance and identify process improvement opportunities that are defined in conjunction with internal customers is critical to this position.
- Driven to meeting or exceeding milestones.
- Ability to provide fact-based advice and development of market and industry analysis.
- Has advanced and proven knowledge of procurement industry cost structures and drivers.
- Experience working in Haiti desired.
- Excellent problem solving and negotiation skills.
- Complexity of products and projects requires high quality project and program management skills and a proven ability to manage change both internally and externally.

Work Environment/Travel:

- Work environment: Office based in Port au Prince and 60-20% domestic field travel (roughly 5-10 working days a month).
- On call: This position requires being on call 10% of the time.