

Medical Care Development
International Division
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Position Description for the Procurement Officer

Qualifications:

- At least 5 years of work experience in the field of procurement (preferably including pharmaceutical and international procurement) with knowledge and experience in all aspects of the procurement process and logistics management.
- BA with courses relevant to business, finance, or economics; and a strong interest in International Development, public health and/or supplies and logistics management.
- Experience in procurement planning, product selection, negotiating prices and terms of payment, competitive bid document formulation, bid review, contract formulation, and logistics management.
- Knowledge and preferably prior experience with procurement requirements / procedures of the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) and/or other multi-lateral or bilateral AID CFRs.
- Knowledge and experience in inventory management systems and procedures
- Very strong computer skills particularly in Excel and other Microsoft Office programs (VBA programming experience and/or complex spreadsheet application development skills a plus).
- Familiarity with and experience in using off-the-shelf or custom developed procurement and inventory management software.
- Experience or willingness to use computer assisted task planning and monitoring systems and procedures (e.g. in Outlook, SharePoint or other).
- Strong oral and written communication (preferably both in English and Spanish).
- Strong organizational skills, attention to detail, and ability to follow-up.
- Experience in managing subordinate staff members.
- Demonstrated ability to multitask.
- Team player, but with ability to work independently without close supervision.

Responsibilities:

The Procurement Officer is responsible for all procurement conducted by the MCDI home office. A substantial portion of this work is devoted to ensuring that both the Bioko Island Malaria Control Project and the Equatorial Guinea Malaria Control Initiative maintain adequate and timely stock levels of pharmaceuticals and lab supplies and equipment, insecticides, spray equipment and supplies, bed nets, and other project items. The Procurement Officer is responsible for planning and managing the successful procurement of over \$10 million in commodities and products, working closely with home office program and administrative support staffs, and backstopping program and administrative staffs in field offices. The Procurement Officer reports

to and is supervised directly by the BIMCP/EGMCI Project Manager and indirectly by the Director of the International Division. S/he works closely with administrative and finance staffs at the home and field offices.

Duties include, but are not limited to:

1. Maintaining a procurement calendar for both projects
2. Working with program and technical staffs at the field and home offices including the Project Manager to plan all procurement for the BIMCP and EGMCI projects.
3. Receive and process order requests from field team
4. Specifying and selecting commodities and products including pharmaceuticals, lab products, insecticides, spray equipment, entomological supplies, vehicles, office equipment and supplies, etc.
5. Preparing and issuing bid documentation to qualified vendors
6. Managing quality assurance procedures in conformity with GFATM requirements
7. Negotiating pricing and payment terms
8. Managing procurement request/authorization processes
9. Managing the bid review and selection process
10. Managing purchasing, payment (in conjunction with the Finance Department), logistics planning and organization and follow-up
11. Manage efficient and cost-effective shipment of all procured items
12. Manage Excel and web-based procurement tracking system and processes and ensuring that up-to-date procurement documentation is posted to the web for review by the Project Manager, the field offices, the Local Funding Agent and the GFATM.
13. Ensure that paper-based filing system is kept up-to-date
14. Provide technical assistance and backstopping to the field offices in the management of the pharmaceutical and other inventory systems, ensuring that data from these systems are accurate and timely and are used for procurement planning.
15. Modify, as necessary, MCDI's procurement and inventory management system and tools

Check these websites regularly for updates:

<http://www.who.int/prequal>

<http://www.theglobalfund.org/en/procurement/list/>