



The International Charitable Foundation “Alliance for Public Health” announces external recruitment to fill the following position:

Procurement Officer

The International Charitable Foundation “Alliance for Public Health” is a leading non-governmental professional organization which makes a significant impact on the epidemics of HIV/AIDS, tuberculosis, viral hepatitis and other socially dangerous diseases in Ukraine in cooperation with state partners and civil society organizations through providing financial and technical support to relevant programs, which cover over 250,000 members of most vulnerable populations, which is the highest indicator in Europe. Alliance team includes over 100 professionals who are based in Kyiv

JOB PURPOSE: Support implementation of procurement and supply chain management for treatment and prevention activities under all programs conducted by the Alliance for Public Health, ICF (hereinafter – Alliance).

Position Type: full-time, fixed-term

POSITION REQUIREMENTS:

- Strong commitment to confront HIV/TB and motivation to work
- Degree in business/economics/procurement studies
- At least 3 years of proven experience in supply chain management and/or procurement
- Knowledge of health products and pharmaceuticals desirable
- Knowledge of approaches to confronting HIV/AIDS treatment and tuberculosis desirable
- Sound administrative and organizational skills; able to handle multiple tasks and projects with competing and strict deadlines
- Client orientation: considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- Demonstrated high level of verbal and written communication skills
- Excellent command of spoken and written Ukrainian and Russian. Functional spoken and written English with ability to translate project-related documents.
- Strong computer skills
- Demonstrated ability to be persistent, diplomatic, detail-oriented and self-motivated
- Strong interpersonal skills and commitment to team work.

For additional information on the organization as well as its programmatic activities and the positions announced, please visit our web site: <http://www.apf.org.ua/>

How to apply: Please send your CV and a covering letter in English and Ukrainian/Russian to vacancy@aph.org.ua. Subject line should contain “ref: **Procurement Officer**”.

Deadline for applications: 6 pm, October 31st, 2019.

Only successful candidates will be contacted for an interview.

The International Charitable Foundation “Alliance for Public Health” is committed to equal opportunities and welcomes applications from appropriately qualified people from all sections of the community. Qualified people living with HIV/AIDS are particularly encouraged to apply.

JOB DESCRIPTION

Job Title: Procurement Officer
Department: Treatment, Procurement and Supply Management
Team: Procurement and supply
Position Type: full -time, fixed-term
Band: 4

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DUTIES AND RESPONSIBILITIES:

1. Together with the Head of Procurement and Supply Management team, to ensure full compliance to procurement policies, procedures and relevant regulations in force.
2. Conduct tendering processes for non-health products and services, in accordance with the Alliance programmatic and administrative needs and specifications provided by Requestors, in strict compliance to the Procurement Guidelines of Alliance.
3. Coordinate circulation of requisitions from internal and external customers.
4. Act as a designated point of contact for suppliers, including contract negotiations, contract conclusion, supply performance management process and other related contractual issues where necessary.
5. Develop requests for solicitations, review proposals and negotiate supply contracts for goods and services.
6. Conduct contract management and monitoring of supplier performance on every stage of supply chain proactively, with identification of potential critical stages and making suggestions for the improvements.
7. Communicate to international and national suppliers, service providers, external bodies and end users as needed along the procurement and supply process. Assist in facilitating communication with relevant staff at Alliance.
8. Participate in stock control and analysis activities together with the Requestors and Financial Department.
9. Manage document flow for procurement and supply activities, including project related correspondence, tender documents, purchase orders, transportation documents as requested. Respond to routine correspondence, ensure reporting to be done on regular and upon appropriate requests basis.
10. Perform other tasks as assigned.

AUTHORITIES

Functional Authorities: Head of Procurement and Supply Management team

Budget Authority:

No

HAS A SAY IN: n/a

SUPERVISION OF STAFF: none

REPORTS TO: Head of Team: Procurement and Supply Management

COOPERATION WITH:

- Financial and Administrative Department,
- Program activities Department,
- IT Team,
- Legal Team,
- Accounting Team,
- Policy and Partnership Team.