



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

**PURPOSE:** Support implementation of procurement and supply chain management for treatment and prevention activities under all the Alliance for Public Health programs.

**Contract type:** civil contract

#### **POSITION REQUIREMENTS:**

- Strong commitment to confronting HIV/AIDS and tuberculosis and motivation to work.
- Degree in business/economics/procurement/logistics or medical /pharmaceutical studies
- At least 3 years of proven experience in supply chain management and preferably procurement
- Knowledge of approaches to confronting HIV/AIDS and tuberculosis treatment desirable.
- Sound administrative and organizational skills; able to handle multiple tasks and projects with competing and strict deadlines.
- 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, including full working knowledge of standard word processing, web browsers, excel spreadsheets, and presentation software.
- 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.aph.org.ua/>

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

**Deadline for applications:** 6 pm, January 29<sup>th</sup>, 2023.

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.***

## DESCRIPTION OF SERVICES

**Title:** Procurement Officer

**Department:** Treatment, Procurement and Supply

**Team:** Procurement and supply

**Contract type:** civil contract

**Band:** 4

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### DUTIES AND RESPONSIBILITIES:

1. Together with the Head of Procurement and Supply Management team ensure the implementation and maintenance of procurement policies, procedures and systems;
2. Conduct tendering processes for health products (prevention commodities, equipment, pharmaceuticals) and non-health products and services according to Alliance programmatic and administrative needs and specifications provided by Requestors in coordination with Health Product, in strict accordance to Procurement Guidelines of Alliance.
3. Coordinate requests from internal and external customers.
4. Act as a designated point of contact for contracted manufacturers including maintenance of contract management process, participating in contract negotiations, ensuring finalization of contracts, liaising with the manufacturers regarding supply and delivery and other related contractual issues as necessary.
5. Develop requests for solicitations, review proposals and negotiate (or develop negotiation strategy) purchase contracts for goods and services
6. Conduct contract management and monitoring on every stage of supply chain proactively identifying potential critical parts and making suggestions for improvement
7. Communicate with 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 Requestors and Financial Department.
9. Manage document flow for procurement and supply activities, including project related correspondence, (faxes, letters and emails), tender documents, purchase orders, transportation documents as requested.
10. Respond to routine correspondence, ensure reporting to be done on regular and upon appropriate requests basis.
11. Perform other tasks as assigned.

### REPORTS TO:

Head Of Team:PSM

### COOPERATION WITH:

- Grant Management Unit
- Treatment Team
- Legal
- Program Support Finance
- Accounting Team
- Policy and Partnership Team