



**Position Title:**            **Supply Chain Officer**

**Reports to:**                Technical Services Manager

**Employment Type:**      Full-time

**Job Location:**            Geita

**Travel:**                    Up to 70% in intervention districts outside of job location

**Overall Job Function:**

The Supply Chain Officer's role involves fortifying supply chain processes to guarantee prompt and precise forecasting, procurement, and distribution of HIV commodities required at facility and community locations. S/he will work towards enhancing logistics and supply chain management of HIV commodities across all ICAP-supported districts and sites in the region. The officer will directly provide technical support to the region, councils, facilities, and community sites, ensuring the necessary resources are in place to uphold high-quality HIV care standards. The Officer will also work closely and coordinate with the medical store department (MSD), regional pharmacist, regional laboratory teams, and other key stakeholders to maintain a steady supply of HIV commodities and materials for uninterrupted services.

**Specific Responsibilities and Duties:**

- Provide technical support and leadership to health facilities, district pharmacists, and ICAP staff for establishing and improving therapeutic committees, commodity management, and supply chain systems as per national standards.
- Establish a network of facilities for backup support during stock-outs and implement strategies for effectively managing HIV/AIDS commodity changes.
- Develop capacity-building plans and design improved supply chain systems, focusing on processes and procedures in collaboration with relevant stakeholders.
- Plan, implement, and evaluate ART and other relevant commodities for HIV programs at various levels and coordinate supply chain improvement activities to achieve program and national targets.
- Oversee supply chain activities, including forecasting, ordering, distributing, and distributing commodities, and conducting routine audits.
- Develop solutions for supply chain bottlenecks using trend analysis and peer-to-peer benchmarking to improve accountability.
- Monitor stock databases and commodities' shelf life to ensure optimal supply and avoid product expiry.
- Represent ICAP on logistics and supply chain issues to stakeholders, actively participating in partners' meetings and national drug management groups.
- Implement and monitor the supply chain logistic management information system (LMIS) involving ICAP and district pharmacists.
- Perform any other duties as assigned by the supervisor.



**Qualifications, Knowledge, and Skills:**

- **Required Education:** Bachelor's Degree or higher in pharmacy or related field from a recognized academic institution.
- **Required Technical Experience:** Minimum 3 years working experience supply chain management issues supporting health facilities through a donor-funded organization, preferably on a PEPFAR-funded project through CDC.
- Excellent written and verbal communication skills with fluency in English required.
- Strong computer skills (MS Excel, Access, Word, and PowerPoint at minimum; preferred proficiency with statistical Software such as SAS and SPSS).
- Ability to provide high quality technical assistance to regional offices.
- Ability to lead and work with a diverse team.
- Ability to work independently with minimal supervision and strong problem-solving skills.
- Flexibility to work after normal working hours and on weekends with significant travel outside of the duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili preferred

To apply please visit: <https://icapacity.icap.columbia.edu>