



Position Title: Supply Chain Supervisor (1 position)

Reports to: Regional Manager
Employment Type: Full-time
Job Location: Mwanza
Travel: Up to 50% in intervention districts outside of job location

Overall Job Function:

The supply chain supervisor is responsible for leading supply chain officers to strengthen supply chain activities for ensuring timely and accurate forecasting, ordering, and distribution of HIV/AIDS commodities needed in facility and community sites. S/he will be responsible for strengthening and logistics management of HIV/AIDS commodities and supply chain issues in ICAP supported districts and sites in the region. The supply chain supervisor will provide technical assistance to supply chain officer, region, councils, facilities, and community sites to ensure that the appropriate resources are available in all sites to maintain the standards of quality HIV care. This position will collaborate and liaises with regional medical store department (MSD), regional pharmacist, regional laboratory teams and other key stakeholders to ensure availability of HIV commodities and supplies for uninterrupted services.

Specific Responsibilities and Duties

- Provide technical guidance to supply chain officers on improving commodity security at all supported facilities through good commodity management, proper ordering to prevent out of stock or overstock.
- Take lead in development of capacity building plans on supply chain systems to ICAP staff and councils
- Lead the development of innovative supply chain management practices to ensure consistent availability of HIV commodities across supported facilities
- Supervise ICAP team to effectively monitor supply chain management activities and ensure districts and health facilities comply with the national supply chain management standards
- Monitor commodity management plans and oversee stock levels and provide way forwards in improving the situation.
- Represent ICAP on supply chain management forum including national technical working groups and all other supply chain management meeting.
- Build capacity of Councils on the implementation of Logistics Management Information System (LMIS) for the purpose of improving accurate and timely reporting.
- Work with Medical Store Department, to have timely information of the available commodities, address on issues affecting timely processing of the requests from facilities and delivery of the commodities.
- Support R/CHMT on the availability of commodity management tools so as to adhere to national standards in the provision of commodities at the facilities.
- Plan and conduct HIV related supplies audit with R/CHMT in the supported region and councils



- Prepare technical reports as required for submission to donor.
- Perform any other duties as assigned by supervisor.

Qualification, Knowledge and Skills:

- **Required Education:** Bachelor degree or higher in pharmacy or related field from a recognized academic institution.
- **Required Technical Experience:** Minimum 4 years working experience in supply chain management issues supporting R/CHMT through a donor funded organization, preferably on a PEPFAR-funded project through CDC.
- **Required Managerial Experience:** Minimum 2 years' supervising a multidisciplinary team of at least 5 staff in technical areas relevant to this position.
- Knowledge of LMIS and Pharmacy module
- Experience with training healthcare workers on supply chain management
- 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 duty station.
- Familiarity with Tanzanian context; fluency in Kiswahili preferred.