

**ICAP – COLUMBIA UNIVERSITY  
JOB DESCRIPTION**

<b>Job Title:</b>	PHIA Procurement Officer (temporary, short-term)
<b>Reports To (Title):</b>	Director, Strategic Information Unit
<b>Location:</b>	New York, NY

**POSITION SUMMARY**

In partnership with the Centers for Disease Control and Prevention (CDC), ICAP is conducting Population-based HIV Impact Assessments (PHIA) in PEPFAR-supported countries. Each PHIA will define the status of the national HIV epidemic, guide global and local allocation of funding and resources based on evidence, and integrate capacity building of country stakeholders in the design, conduct, analysis, and use of PHIA. This initiative requires a substantial international procurement and logistics effort by ICAP.

Working under the guidance and direction of the Regional Procurement and Supply Chain Manager and in close collaboration with the Director for Management & Operations for the PHIA Project, the Procurement Officer will support PHIA supply chain activities including the sourcing, ordering and payment for PHIA laboratory equipment, consumables, medical supplies, reagents, and vehicles, among other goods and services.

**MAJOR ACCOUNTABILITIES**

- Coordinate with PHIA Regional Laboratory Advisor and Regional Procurement and Supply Chain Manager to address procurement needs per survey activity and timeline.
- Source quotations from U.S. and international vendors.
- Facilitate set-up of vendors in Columbia University (CU) vendor management system.
- Initiate procurement of PHIA equipment and supplies as per ICAP / CU SOP. Prior to requesting purchase order (PO), confirm quote with requestor (e.g. Lab Advisor) for correct commodity, quantity (incl unit of measure), and delivery date, as well as budget availability with the PHIA Senior Program Officer.
- Track purchase orders for timely processing internally & externally. Routinely update procurement dashboard for PHIA to effectively track status of PHIA procurements, and ensure dashboard is kept up-to-date with full procurement detail.
- Review vendor invoices for accuracy, and organize timely payment.
- Escalate procurement issues as they arise to PHIA Regional Laboratory Advisor, Regional Procurement and Supply Chain Manager, and Director for Management & Operations.
- Ensure all actions are conducted in accordance with CDC, ICAP, and CU policies.
- Performs other related duties as directed.

**EDUCATION**

- Master’s degree in supply chain management / public health / project management / business administration.

**REQUIRED EXPERIENCE, SKILLS & MINIMUM QUALIFICATIONS**

- Minimum three (3) years of experience working on research, training, or technical assistance projects related to public health or a health-related field.
- Demonstrated proven experience in health supply chain activities, procurement processes and project purchasing.
- Ability to work independently and track, log multiple processes.

- Experience preferred in customer service / administration in customer service environment.
- Outstanding organization skills and coordination abilities.
- Excellent communication and interpersonal skills with the ability to liaise with wide variety of stakeholders including country teams and government entities.
- Demonstrated competence working within CDC or similar governmental regulations and procedures.

### **PREFERRED EXPERIENCE, SKILLS & QUALIFICATIONS**

- Registration with professional body for supply chain management / project management.
- Proficiency in French or Portuguese would be beneficial

### **TRAVEL REQUIREMENTS**

- None