

JOB DESCRIPTION

Job Title:	Supply Chain Coordinator
Reports to (Title):	Prevention Care and Treatment Adviser; Laboratory Technical Adviser; Strategic Information Officer
Location:	Makati City
Date:	By October 2024

POSITION SUMMARY

Reporting to the ICAP Prevention Care and Treatment Adviser, Laboratory Technical Adviser and the Strategic Information Officer, the Supply Chain Coordinator will work with, collaborate, and support the ICAP Technical Team, the Department of Health (DOH) Disease Prevention and Control Bureau (DPCB), the DOH-Centers for Health Development (CHDs), development partners (particularly Global Fund), and project facilities to help ensure the timely and sufficient availability at point of care throughout the year, of HIV related commodities needed in the implementation of HIV program activities and/or interventions.

Responsibilities

- Support the DOH-DPCB, DOH-CHDs Western Visayas and Central Visayas, and project sites in the forecasting and allocation of needed HIV related commodities (HIV Test/Self-test Kits, PrEP, Antiretroviral drugs, VL Test Kits, Recency Test kits, condoms and lubes) at the regional, province and facility levels.
- Coordinate with the DOH-DPCB Finance and Supply Chain Monitoring Division on the availability of the HIV commodities, stock volume allocated to Region 6 and 7 and/or provinces, delivery tranches, delivery and arrival dates of these commodities at the region and/or provincial level.
- Coordinate with the DOH Supply Chain Management Service and the corresponding office at the DOH-CHDs, including their authorized couriers/cargo forwarders to track the movement and/or delivery of the allocated HIV related commodities from the national to regional DOH warehouses, to provincial warehouses down to the health facility level.

- Work closely with the ICAP Prevention, Treatment and Care Team; the Laboratory Team, and the Strategic Information Team, and conduct regular check-ins with project facilities to validate arrival/receipt of scheduled deliveries, monitor inventory levels, status and/or expiration dates of HIV related commodities vis-a-vis their projected requirements for the period.
- Review, analyze gathered information and provide regular updates/reports to ICAP, DOH-CHDs, DOH-DPCB, and CDC, on stock level/ status of HIV related commodities at all levels of the supply chain including early alert of impending stock-outs, stock excess and/or near expiring commodities.
- Support the DOH-CHDs, provinces and project facilities and facilitate the reallocation/transfer of HIV related commodities, as appropriate, from regions, provinces, cities, and facilities with excess inventory and/or are near expiry (either due to low utilization and or excess allocation) to other provinces, cities, or facilities where the commodities are fast-moving and are expecting to have a shortfall.
- Perform other related tasks as maybe assigned.

Education:

- Bachelor of Logistics and Supply Chain Management, or related Business Administration degree

Qualifications

- At least 5 years' experience in logistics and supply chain management in a health/medical or nonprofit organization.
- Experience working with a US Federal grant and other foreign-funded projects is a plus.
- Excellent interpersonal, management, and communication skills.
- Ability to work independently with strong problem-solving skills.
- Strong coordination, facilitation and diplomacy skills in working with government offices and health facilities at national, regional and local levels.
- Flexible and willing to work overtime on time-sensitive deadlines.
- Proficient in computer applications such as Microsoft Office and/or any industry-standard logistics/supply chain management computer programs.

Travel Requirements: As needed.