



## **POSITION DESCRIPTION**

**TITLE:** Supply Chain Program Associate

**LOCATION:** Monrovia, Liberia

**REPORTS TO:** Supply Chain Manager

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## **ABOUT AMERICARES**

Americares is an emergency response and global health organization committed to saving lives and building healthier futures for people in crisis in the United States and around the world. Since it was established in 1982, Americares has delivered more than \$12 billion in humanitarian aid to 164 countries, including the United States. Together with its global network of more than 3,500 hospitals, clinics and community health partners, Americares is improving health outcomes for millions of people in need each year.

## **POSITION SUMMARY:**

Working closely with the Supply Chain Program Manager in Liberia and the Global Supply Chain Project Manager (SCPM) at headquarters, the associate will be directly responsible for managing the Americares Warehouse including maintenance and floor plan design to ensure that commodities are properly stored and can be easily accessed. The associate will also facilitate the proper receipt of all inbound shipments and actively generate distribution plans of commodities to Montserrado and Grand Bassa Counties. The position holder will be expected to continue to develop the Field Inventory Tracker tool and manage all inbound and outbound activities in the FIT Tool. The generation of quarterly inventory reports and minimizing expiry of drugs will also be a part of the individual's daily scope, and they are expected to continuously improve upon field office SOP's and work instructions pertaining to supply chain activities as well as share lessons learned with HQ around key supply chain policies that can be applied to other Americares field offices and conduct trainings around best practices in warehouse management

**The Responsibilities of the Supply Chain Associate will include, but are not limited to the following:**

## **Supply Chain Project:**

- Lead the development and periodic review of supply chain standard operating procedures for the AC Warehouse.
- Work with the SCPM for ongoing evaluation of project outcomes and readiness for scaling of activities in Grand Bassa and Montserrado County.
- Support Americares Liberia Country Office in the utilization and improvement of current supply chain system activities.

### **Warehouse Management:**

- Maintain periodic stock audits of inventory of supplies at Americares Monrovia Office Warehouse to ensure accuracy and the inventory matches what is in the Field Inventory Tracker tool.
- Prepare bi-monthly stock reports for submission to the Supply Chain Manager (SCM) and list of short dated drugs.
- Prepare a budget and destruction plan for any items that need to be disposed of and follow appropriate waste management guidelines.
- Work with the SCM to arrange shipment of products from airport and seaport to warehouse.
- Work with the SCM to arrange shipment of products to sub-recipients.
- Check shipping documents to ensure that all supplies that were supposed to be shipped have arrived at the warehouse.
- Ensure that a record is kept of all supplies entering and leaving the warehouse through the use of the Field Inventory Tracker tool.
- Check that the warehouse is in good shape and notify the SCM if any maintenance is required.
- Ensure detailed recording and monitoring of all warehouse and stock movement activities consistent with Americares procedures requiring complete accuracy and timely delivery.
- Ensure proper warehouse management. This includes storage space, condition, and the actual storage of stock, create a budget for any necessary infrastructure improvements.
- Update and create any necessary work instructions or SOP's or work instructions pertaining to the AC Warehouse.

### **Distribution of Gift-In-Kind Commodities**

- Work with the SCM and the Grand Bassa Program Manager in identifying health facilities for the distribution of Gift-In-Kind (GIK) commodities.
- Ensure monthly distribution plans are developed and approved for GIK commodities.
- Ensure all selected health facilities sign an MOU with AC outlining the responsibility of selected health facilities to adequately submit to Americares, periodic distribution reports on GIK commodities received from Americares.
- Seek proper approval/authorization for all requests for the distribution of GIK commodities to health facilities.
- Work with the SCM in securing transportation for the distributing of commodities to health facilities.
- Coordinate the transportation process of GIK commodities to health facilities by ensuring proper documentation and supervision of the loading, movement, offloading, and delivery processes of GIK supplies.
- Ensure all waybills for GIK commodity deliveries are properly filed and warehouse tracker updated accordingly. Record all movement in the Field Inventory Tracker tool.

### **Monitoring of Distributed Commodities:**

- Maintain an updated warehouse tracker of all partners receiving commodities.
- Maintain a record of signed MoU between AC and partners receiving commodities.

- Follow up with all partners to monitor whether commodities are being used as agreed in the MOU.
- Ensure partners submit to AC, in a timely manner, distribution reports for commodities received by partners from AC.
- Follow up with respective beneficiaries to ensure that commodities are received as agreed in the MOU.
- Prepare monthly (beneficiary) distribution monitoring report.
- Ensure that communities' distribution to facilities is reconciled with commodities received by beneficiaries.

#### **QUALIFICATIONS**

- 5+ years of project design, implementation, and management of health related supply chain experience.
- 6+ years of inventory and warehouse management experience, IT background experience using excel and other Microsoft applications, cloud based data management systems.
- Fluent in Microsoft Office tools – word, excel, power point and SharePoint.
- Demonstrated experience in organizational operations required with a focus on health care facility supply chain and leading new systems and software implementation a plus.
- Experience in coordination with National and county government units, and the local community.
- Experience in resource limited setting for public agencies or non-profits is a plus.
- Strong communication, organization and relationship building skills.
- Bachelor's degree or equivalent required in related field.
- Proficiency in English.
- Must have unrestricted authorization to work in Liberia.

Qualifications would include inventory and warehouse management experience, IT background and experience using excel and other Microsoft applications, cloud based data management systems. Ability to product reports to SCM project as well as AC HQ, and ability to interface with local partners to support GIK monitoring.

Email all applications (including soft copies of academic credentials) to:

Ashley Canchola  
 Supply Chain Program Manager, International Partnerships  
 Americares  
 Email: [opportunitiesliberia@americares.org](mailto:opportunitiesliberia@americares.org)

**Deadline for submission of application is 17:00 GMT, June, 15, 2017.**