



INTERNAL AND EXTERNAL VACANCY ANNOUNCEMENT

Job Title: Procurement Manager

Department: Operations

Location: Montserrado County, Monrovia with travel to LMH Operating Sites

Reporting Line: Director of Operations

Position Type: Full Time

About Last Mile Health

Last Mile Health (LMH) saves lives in the world's most remote communities by partnering with governments to bring critical primary care services to the doorsteps of people living in the last mile. Last Mile Health is a registered 501(c)3 non-profit organization with offices in Liberia, Boston and New York. For more information, visit www.lastmilehealth.org.

Position Overview

The Procurement Manager is responsible for leading Last Mile Health's in-country procurement of goods and services with integrity, attention to detail, swiftness, and creativity.

Responsibilities

- Lead the Procurement Team to accurately and comprehensively complete procurement-related tasks in a timely manner
- Research market prices. Report to Operations Team any fluctuations in prices or unusual circumstances (fuel shortages etc.)
- Contribute to the completion of forecasts for quarterly procurement
- Negotiate with vendors to ensure favorable prices, high quality, expediency, flexibility, and other procurement priorities
- Monitor vendor contracts pertaining to goods and supplies
- Complete purchases with support from the Finance Team
- Ensure that all purchases meet Last Mile Health's requirements for expense approval and documentation, completing all procurement paperwork. Closely enforce Last Mile Health's anti-fraud and conflict-of-interest policies.
- Perform other tasks as required by the situation or supervisor
- Update procurement tracker on a weekly basis
- Expert understanding of Procurement Manual and guidelines related to USAID compliance

Qualifications

- Bachelor's degree in Supply Chain Management/Procurement



- 7 years work experience, minimum 3 years in a procurement capacity
- Previous experience in a similar role
- Capacity to work both independently and with close supervision
- Advanced literacy, numeracy, and computer skills
- Familiarity with procurement
- Capacity to manage a compliant system
- Communication skills
- Decision-making skills
- Analysis skills
- Negotiation skills

Compensation: This role will be compensated based on experience and qualifications.

Apply: Please submit a resume, letter of interest and three professional references to hrliberia@lastmilehealth.org **Deadline for receipt of applications is Tuesday, June 26, 2018 by 5:00PM. NOTE: NO APPLICATIONS WILL BE CONSIDERED AFTER THE DEADLINE.**