



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

Terms of Reference for a Logistician

- **Job Type** Full Time
- **Qualification** Degree level
- **Experience** 2 years
- **Location** Nairobi
- **Job Field** Procurement/ Logistics

Job Summary: The African Institute for Health and Development (AIHD) is seeking to recruit a Logistician to support the Accelerating Resilient Innovative Sustainable Elimination 2 (ARISE 2) programme. S/he will be seconded to the Division of Vector Borne and Neglected Tropical Diseases (DVBNTD) in the Ministry of Health (MoH). The officer will support the procurement activities under the ARISE 2 programme with a particular focus on projection, quantification, and inventory management.

Duties and responsibilities

- Develop procurement plans for the ARISE 2 programme in collaboration with programme Coordinators/Managers and internal and external partners to support programme implementation.
- Prepare and submit timely and accurate logistics/procurement report(s) for non-pharmaceutical supplies to advise decision-making processes.
- Coordinate closely with the Programme teams to ensure that non-pharmaceutical supplies purchased are delivered, at the national and county level, in a timely fashion.
- Guarantee the maintenance of all other procurement files.
- Ensure that all supply chain established procedures are followed and adhered to in all transactions.
- Support in the suppliers' performance appraisals together with the AIHD procurement team.

Qualifications

- Must be a holder of a degree in procurement, logistics or related field from a recognized university.
- Advanced professional certification in supply chain management preferably, Chartered Institute of Procurement and Supply (CIPS).
- Ability to function optimally in sophisticated and high-pressure work environment, set appropriate priorities and deal successfully with numerous simultaneous demands at short notice.
- Excellent computer skills (Word, Excel, PowerPoint etc).
- Familiar with NGO working environments and standard procedures.
- Experience working with a diverse portfolio of Donors and knowledge of specific donor guidelines.

Proven Skills and Competencies:

- Have a high degree of flexibility and ability to work under acute hardship conditions against tight time limits.
- Ability to handle critical situations patiently with strong interpersonal and communication skills.
- Dedicated risk identification and effective implementation of risk management strategies.
- Strong organizational skills, ability to coordinate and handle a diverse array of responsibilities.

How to Apply: Interested and qualified candidates are invited to submit their application letter and detailed C.V. with addresses of three referees via email to info@aihdint.org and a copy to dkinagu@aihdint.org not later than **22nd April, 2024 by 1700hrs**. Only shortlisted candidates will be contacted.

AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, political and religion ideology.