

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Supply Chain Assistant -Intern (1 post)  
**Reports To:** Senior Supply Chain Manager with dotted line Branch Manager  
**Work Station:** Bagamoyo  
**Apply By:** April 17<sup>th</sup> 2024

### Institute Overview

**Ifakara Health Institute (IHI)** is a leading research organization in Africa with a strong track record in developing, testing and validating innovations for health. Driven by a core strategic mandate for research, training and services, the Institute's work now spans a wide spectrum, covering biomedical and ecological sciences, intervention studies, health-systems research and policy translation.

### Position Summary

IHI is looking for an individual to work as Supply Chain Assistants who will join the Institute through an internship program. The Supply Chain Intern will assist in ensuring an effective and efficient flow of Supply Chain activities.

### Duties and Responsibilities

- Update daily procurement reports.
- Assist in document approval follow ups.
- Assist to ensure that right materials requested are issued on time.
- Assist on timely submission of vendor invoices to the payment approval circle.
- Assist on proper storage of items according to their nature and conditions.
- Assist on maintaining the filing system that ensure all documents are preserved and easily retrieved.
- Participate in special and scheduled stock counts as required.
- Perform any other duties that may be assigned by their supervisors.

### Qualification and Experience

- Holders of Diploma in Procurement and Supply Management or Procurement and Logistics Management may also apply.

### Skills and Competencies

- Fluence in both English and Swahili Languages.
- Computer Skills.
- Customer service oriented.
- Good skills in problem solving, teamwork.
- Effective Communication skills.

### Remuneration

IHI shall provide transport and meal allowance only to a successful candidate as per the policy

### Equal Opportunity

#### Ifakara Branch

Off Mlabani Passage  
P.o. Box 53 Ifakara  
Phone: +255232931572

#### Dar es Salaam Office

#5 Ifakara Street Plot 463 Mikocheni  
P.o. Box 78,373 Dar es Salaam  
Phone: +255222774756

#### Bagamoyo Branch

Off Chuguni Road  
P.o. Box 74 Bagamoyo  
Phone: +255232440065

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IHI is an equal opportunity employer. We prohibit intentional biases or discrimination and harassment of any kind at the work place and during recruitment. All employment decisions are based solely on job requirements and individual qualifications, and our recruitment process is governed by the labour laws of Tanzania.

### Mode of Application

All candidates who meet the above position requirements should send their application letters together with their detailed curriculum vitae (CVs) showing contact addresses including email, telephone/cell phone numbers and copies of academic and professional certificates to the email address below.

The **deadline** for this application is **[5pm] on [Wednesday] [April/17/2024.]** All e-mail application subject lines should indicate post and location: **[Supply Chain Assistant Intern – Bagamoyo]. Only shortlisted applicants will be contacted for interview.**

Human Resources Manager  
IFAKARA HEALTH INSTITUTE  
#5 Ifakara Street Plot 463 Mikocheni  
P.O. Box 78,373  
Dar es Salaam, Tanzania  
Email: [recruitment@ihi.or.tz](mailto:recruitment@ihi.or.tz)



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