

## VACANCY ANNOUNCEMENT

### Job Summary

**Position:** Supply Chain Officer [Laboratory & Pharmaceuticals] - (1 post)  
**Reports To:** Supply Chain Manager  
**Work Station:** Dar es Salaam  
**Apply By:** July 20, 2023

### 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, service delivery and policy translation.

### Position Summary

Ifakara Health Institute seeks a qualified and experienced **Supply Chain Officer (Laboratory & Pharmaceuticals)**. The Officer will ensure technical specifications are correct during initiating and receiving of purchased goods while adhering to the Institute policies and procedures.

### Duties and Responsibilities

- Coordinate with scientists, project leaders, laboratory managers, and project administrators to establish desired specifications of medical reagents, consumables, devices, equipment etc., before requesting the order into the ERP system.
- Review procurement of medical reagents, consumables, devices, equipment, etc., requested into the ERP system by checking if the ordering specifications of the items meet the desired standard.
- Source quotation of the medical goods from the appropriate supplier of the requested goods and/or services, confirm quote to the requestor and escalate procurement processes.
- Make a follow-up of the purchase requisition of the medical items for timely processing logistics both internally and externally and provide feedback on the procurement status to the management and user.
- Inspection of the delivered medical goods, to assess if they meet desired specifications, and are fit for the intended use, including checking expiry dates, working, and damage status.
- Take control of the storage and transportation of the delivered medical goods at the headquarter, which includes temporarily storing goods and transporting the goods to the branches at the desired temperature range.
- Procure logistics services, such as courier services, cold-chain supplies, storage, warehousing, etc., and review vendors' contracts agreements related to the purchase of goods and services.

### Qualification and Experience

- A degree in laboratory science and/ or procurement or any other related field from a recognized university.
- Familiarity with medical equipment, device, reagents, consumables, and safety measure procedures.

#### 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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- Three years of experience in the laboratory, pharmacy, hospital, research institute, and any other related field.
- Basic chemistry, biochemistry, microbiology, or general science knowledge is required.
- Any experience related to the procurement of medical reagents, consumables, equipment, and device will be an added advantage.

### Skills and Competencies

- Be fluent in both English and Swahili languages.
- Computer literacy.
- Ability to establish and maintain relationships with vendors.
- Customer services oriented.
- Possess good problem-solving skills with the ability to work in a team.
- Excellent Communication skills
- Result oriented.
- Capacity to adhere to deadlines.

### Remuneration

An attractive and competitive remuneration package will be offered to successful candidates as per IHI salary scales.

### Equal Opportunity

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 job 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 **17:00hrs on Thursday, July 20<sup>th</sup> 2023**. All e-mail application subject lines should include: **SUPPLY CHAIN OFFICER (LABORATORY & PHARMACEUTICALS)**. **Only shortlisted applicants will be contacted for an 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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