



EXTERNAL ADVERTISEMENT

Botswana Harvard Health Partnership (BHP) is a collaborative research and training initiative between government of Botswana and the Harvard T.H. Chan School of Public Health. BHP is dedicated to fight HIV/AIDS and related public health challenges through collaborative research, education and capacity building. BHP invites professional, assertive, hands on, results driven individuals, with good interpersonal skills to apply for the following role:

Procurement Manager

Job purpose

The incumbent will be expected to develop and implement procurement and supply chain strategies designed to find the most cost-effective deals and ensure that quality goods and services are delivered according to agreed terms.

Duties and Responsibilities

- Leads in formulating and developing policies, plans and strategies in the areas of Procurement, Supply Chain; including Risk Management and Contractor performance measurement plans.
- Manages and leads the negotiations, tendering (as applicable), pricing feasibility, analysis, and contracting for all applicable services as per the Institutions Standard Operating Procedures.
- Monitors performance and relationship management of key vendors (facilities) and suppliers.
- Management of Cold Chain in liaison with the Lab Managers and Clinic Study Coordinators.
- Management of cross border supply chain in liaison with the relevant stakeholders and couriers.
- Oversight of ground and air transportation of goods (clinical supplies, lab supplies, equipment, reagents and consumables).
- Management and oversight of rebates to ensure timely clearance and delivery of goods.
- Oversee inventory management ensure adequate lead time in procurement.
- Effective Management and oversight of Purchase Orders and Invoices.
- Timely production of reports to sponsors, internal stakeholders and management.
- Assist during Audits (Lab Accreditation Audits, QC/QA and financial audits).
- Participate in site calls and meetings to support the procurement needs of the studies.
- Timely query resolution.

- Serve as a Secretariat to the Procurement Committee.

Competencies and Skills:

- Effective communication and interpersonal skills.
- Ability to maintain good public relations.
- Strong analytical and problem-solving skills with attention to detail.
- Experience in tendering processing, analysis of tenders and quotations.
- Ability to maintain professional status and keep abreast of evolving trends in the health research market.
- Knowledge of the health and research industry issues and trends at national, regional international levels.
- Technical expertise in procurement risks management and quality assurance.
- Hands on experience of PASTEL Evolution software is an added advantage with a clear grasp of the Microsoft Office suite.

Qualifications and Experience

- Bachelor of Business Administration (Logistics and Supply Chain Management) or related degree
- Professional Diploma in Procurement and Supply/CIPS Level 5 or higher with CIPS membership.
- A minimum of Four (4) years' work experience, two (2) of which should be at supervisory level.
- Extensive experience in procurement, a strong understanding of associated processes and compliance requirements.

Candidates who meet the above requirements are encouraged to forward the complete CV's and relevant certificates to:

recruitment@bhp.org.bw

Closing Date for applications: 15th April 2024

Only shortlisted candidates will be responded to.