

## **Logistics and Operations Consultant Job Description**

### **INTRODUCTION**

IMA World Health, a subsidiary of Corus International, is seeking a **Logistics and Operations Consultant** to support a U.S. Centers for Disease Control and Prevention (CDC)-funded elimination of lymphatic filariasis project in Haiti.

Corus International is a family of organizations which believes that those who were born into impossible circumstances deserve the opportunity for a better life. Corus was formed through the strategic merger of IMA World Health (operating as a public health organization since 1960), and Lutheran World Relief (operating as a livelihoods organization since 1945), and today includes smaller entities of Charlie Goldsmith Associates, Ground Up Investing, and Farmers Market Coffee. Corus International works in over 20 countries in Africa, the Middle East, and Latin America with a primary focus on health, livelihoods, and emergency response.

IMA World Health is implementing a five-year CDC funded project to eliminate lymphatic filariasis (LF) in Haiti that will focus on:

- Improved quality of, access to, and participation in mass drug administration (MDA) campaigns.
- Improved morbidity management and disability prevention of chronic disease.
- Identifying feasible and affordable approaches for managing areas of enhanced transmission and conducting post-validation surveillance; and
- Improved LF monitoring, evaluation, and surveillance before, during and after MDAs.

### **JOB SUMMARY**

The Logistics and Operations Consultant will be responsible for various logistics and pharmaceutical activities for IMA programs in Haiti, including management of stock, equipment, and reporting on regular basis about all inventory activities. This role will also have responsibility for some administrative follow-up for the LF-CDC project. The Logistics and Operations Consultant will work in close collaboration with the M&E Officer and Haiti country office Finance and Administration Manager.

This position will report to the XX and will be embedded in the project office within Haiti.

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### **RESPONSIBILITIES**

#### **Logistics and stock management**

- Provide support to IMA Haiti in all logistics and pharmaceutical activities, including liaising with MSPP, PAHO, and drug donation organizations.
- Provide regular updates on the stock on hand regarding drugs and other commodities stored at the IMA warehouse.
- Work in close collaboration with the Logistics and Pharmaceutical Officer in the planning and coordination of supply chain management activities.

- Ensure the cleanliness and internal order of storage points for drugs and equipment for the planned MDA.
- Receive all logistical supplies and prepare all documents relating to MDA activities.
- Formulate and maintain a comprehensive record of all the supplies, equipment and vehicles that are available.
- Maintain good storage practices at the warehouse and in the field.
- Transport drugs and materials to the communes of intervention according to standards and good transport practices.
- Work with MSPP, the managers of health facilities and community leaders to distribute efficiently and on time materials needed in the communes involved in MDA activities.
- As directed by the Monitoring and Evaluation Officer, participate with training teams in capacity building of community leaders, community promoters and community distributors.
- Prepare and deliver MDA kits to ensure MDA activities are implemented on schedule in target communes.
- Participate in carrying out the annual procurement plan.
- Participate as needed in supplier evaluation activities.
- Ensure the receipt of materials and equipment provided under special projects.
- Support brokers during clearance of materials purchased abroad or receiving in-kind donations.
- Carry out regular stock checks of project supplies.

#### **Administration and supervision**

- Observe and verify inventory of the project's materials and equipment.
- Control the movement of the project and hired vehicles.
- Support in management and planning of field trips, including vehicle movements, flight requests, accommodation bookings, etc.
- Verify project vehicle reports (log and fuel report).
- Review all staff travel requests (vehicles, fuel, and other requirements).
- Maintain a record of partial payments and maintain open communication with the requestor to ensure that payments are accurate and error-free.
- Serve as the purchasing manager, the logistics starting point for the project.
- Prepare for travel, field trips, and other important project meetings by booking meetings and events, making travel arrangements, and supporting on payment disbursements.
- Ensure the smooth running of the office in collaboration with the office operations manager.
- Directly support the CDC project driver and other administrative support staff.
- Attend coordination meetings, as relevant and requested, to share information and learn from other peer agencies, including with Haiti-based CDC and The Carter Center colleagues.
- Ensure compliance with Corus policies and procedures.
- Support the LF project team in ensuring all NTD activities adhere to national and WHO/PAHO technical norms and standards and that best practices and approaches are well documented and highlighted throughout program implementation.

- Travel in-country into Department of implementing activities (30%).
- Perform any other tasks related to his/her competencies and experience assigned by the leadership of the country office.

#### **QUALIFICATIONS**

- Bachelor's degree in administration, logistics, operations, supply chain, or another related field, required.
- Knowledge of logistics, supply chain and distribution of health commodities is essential.
- At least 4 years of experience in stock management and monitoring of supply chain in development projects implemented by national/international NGOs.
- Advanced skills in Microsoft Office, including proficiency in Microsoft Word, Excel, Outlook, PowerPoint, Teams, and SharePoint.
- Strong attention to detail.
- Strong interpersonal communication skills.
- Strong written and oral communication skills. French and Creole required. English is strongly preferred.
- Highly organized and able to multitask without difficulty.
- Ability to work under pressure.
- Proactive.

#### **APPLICATION PACKAGE**

Any application that does not comply with the instructions below will not be considered:

- Applications should be emailed to **XX** no later than **XX**, 2023, at 5:00 p.m.
- The subject of the message indicates "Logistics and Operations Consultant."
- Attached CV and cover letter highlighting academic and professional experience.
- 3 professional references (name, title, relationship to the candidate, telephone number, e-mail address). References will not be contacted without prior notification of the job candidate.

The body of the message must include the following elements:

- Highest level of education in one of the fields mentioned in the qualification for the position.
- Number of years of relevant experience.
- Minimum gross monthly wage requirement.
- Minimum period of availability after accepting the job offer.
- Are you related to a current IMA staff member?

**Commented [KS2]:** HR to inform.

Only the preselected candidates will be contacted.

*IMA World Health prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by US or International law.*