

POSITION PROFILE

1. Identification	
Position Title:	Supply Chain Officer
Reports to/Position Title:	SPO – Child Survival, Women’s Health and Nutrition
Location:	Dar Es Salaam
Date Prepared:	February 2024
Date of last review by Manager:	

2. Introduction:
<p>Nutrition International is an international organization dedicated to improving health outcomes globally. We are working with the Government and partners in Tanzania to combat micronutrient deficiencies particularly vitamin A deficiency through the Vitamin A supplementation as part of a larger effort to improve health and nutrition.</p> <p>The role of Vitamin A Supplementation (VAS) as an important, cost-effective intervention for preventing the public health consequences of Vitamin A Deficiency (VAD) among children aged 6–59 months is clearly admitted globally, particularly for mortality and preventable childhood blindness. Vitamin A Supplementation with two doses annually is strongly recommended by WHO for children aged 6-59 months in countries where vitamin A deficiency is a public health problem.</p> <p>In Tanzania, NI directly donates 100% of the VA capsules needed for the VAS program.</p>

3. Overall, Purpose/Broad Function:
<p>In line with NI’s strategic objectives in Tanzania, and in partnership with key stakeholders, the Supply Chain Officer (SCO) works under the guidance of the SPO to provide technical and management support to the Government Health Management Teams and Health providers at National, Regional and Council levels and other stakeholders in ensuring timely and efficient delivery of Vitamin A capsules in Tanzania.</p> <p>This role involves overseeing the quantification, forecasting, procurement, logistics, storage, and distribution of Vitamin A capsules, ensuring they reach last miles distribution points with minimal delays. The SCO will work closely with the Ministry of Health (MOH), Medical Store Department (MSD), Regional and Council Pharmacist to enhance supply chain processes and strengthen capacity for sustainable Vitamin A supplementation and other NI programs.</p>

4. Key Duties and responsibilities:
<p>1. Supply Chain Management</p> <ul style="list-style-type: none"> • Lead the planning including quantification and forecasting, implementation, and monitoring of Vitamin A capsule supply chain activities, ensuring alignment with VAS program objectives and timelines. • Coordinate with relevant MoH entity teams to develop and maintain detailed costed logistics plans for the importation, transportation, storage, and distribution of Vitamin A capsules. • Coordinate with Local Authorities and partners to ensure efficient distribution of Vitamin

A capsules to health facilities

- Ensure accurate tracking of inventory levels and distribution to avoid stockouts or wastage.
- Implement quality assurance processes for storage and handling of Vitamin A capsules.
- Provide technical support and training to Local Authorities health staff, and supply chain stakeholders on Vitamin A supply chain best practices.
- Strengthening the capacity of Local Authorities health staff in supply chain management, including monitoring stock levels and ensuring data accuracy.
- Contribute to designing and development of programs plans and objectives to be initiated by NI Tanzania in collaboration with key stakeholders and partners.
- Provide technical support to implementing partners on development of implementation budget and workplans for effective implementation of NI direct delivery VAC support
- Prepare Terms of Reference (ToRs) for the Request for Proposals (RFP) relevant to the supply chain where necessary.
- Review proposals received in responses to RFP and other work requests as per NI procedures.

2. Supplies Procurement, Logistics and Transportation Coordination:

- Collaborate with HQ procurement teams to ensure timely purchasing of Vitamin A capsules in adequate quantities and arrival of shipments in the country
- Oversee logistics and transportation to ensure the safe and timely delivery of Vitamin A capsules in the country
- Collaborate with MOH/TMDA to ensure timely acquisition of VAC import permit and tax exemption
- Collaborate with clearance service providers to ensure goods are timely cleared, safely stored and transported according to temperature and storage requirements.

3. Risk Management:

- Identify potential risks in the supply chain and implement mitigation strategies to avoid delays, shortages, or wastage.
- Work with the Government and other stakeholders, including the program team, to develop contingency plans for any disruptions in the supply chain.

4. Monitoring & Reporting:

- Monitor and evaluate the effectiveness of the supply chain, identifying bottlenecks, delays, and opportunities for improvement.
- Monitor risks identified to inform prompt corrective actions where necessary
- Develop and submit regular reports on supply chain performance, including key metrics such as inventory management, distribution timelines, and delivery effectiveness.
- Ensure compliance with national standards regulations related to the distribution of health commodities.

5. External Relations (ER)

- Build and maintain effective communication and collaboration with government agencies, UN agencies, and NGOs to promote information sharing to enhance coordination and delivery of the Vitamin Capsules in Tanzania

- Provide technical advice and support to partners working on Vitamin A capsules distribution and ensure alignment with national health strategies.
- Document and share with the ER team field stories and lessons learned in VAC delivery.

Any other duties as requested.

6. Education/Professional Designations/Experience:

Education

- At least Bachelor's degree from a recognized university in one or more of the following areas: Procurement and supply chain management, Pharmacy and public health specialized in health commodities, or related field. A master's degree in related fields is an added advantage
- Training in health commodities management and research methodologies is an added advantage.

Experience

- At least 5 years work experience in health commodities supply chain management, public health, health system strengthening and/or related field in Tanzania or elsewhere.
- Experience in program/project implementation/supervision, monitoring and evaluation
- Good understanding of Tanzania health system is desirable

7. Language Skills:

Fluent in written and spoken English and Swahili.

8. Travel Requirements:

- Based in Dar es Salaam with 20% - 30% travel in-country and occasional international travels

9. Other Specific Skill Requirements:

- Excellent report writing
- Proficiency in data management
- Good interpersonal and teamwork skills
- Excellent communication, interpersonal, writing and oral presentation skills
- Good spoken and written English
- Excellent IT skills
- Integrity

NOTE: This job description can and will be amended as required from time to time at Nutrition International's discretion in accordance with its operational requirements.

[APPLY HERE](#)

Deadline for Submission: 19th March 2025