



**POSITION: Supply Chain Lead**

**REPORTS TO:** FINANCE CONTROLLER

**LOCATION:** DAR ES SALAAM, TANZANIA

**Job Summary:**

The Supply Chain Lead is responsible for executing end to end supply chain functions, including the ordering, issuance, and tracking of medical consumables across all AHN centers and the central warehouse in Tanzania. This role also oversees the procurement of medical equipment for AHN facilities and supports the distribution of medical equipment to external clients as part of the company's distribution business. The ideal candidate will ensure timely, accurate, and cost-effective supply chain operations that support clinical service delivery and business growth.

**KEY RESPONSIBILITIES:**

**Procurement & Vendor Management**

- Build and maintain relationships with suppliers of various sizes for both local and international procurement of medical consumables and equipment.
- Establish and maintain regular communication with vendors to place, follow up, and expedite orders to meet delivery timelines.

- Liaise with the Tanzania Food & Drug Authority (TFDA) for timely processing of licenses, special permits, and regulatory approvals.
- Identify and collaborate with reliable vendors to ensure consistent equipment shipment and support contract negotiations and business planning.

### **Inventory & Warehouse Operations**

- Coordinate with AHN centers to monitor inventory levels, reorder stock, and ensure availability of critical medical equipment and supplies.
- Learn and maintain inventory records using warehouse management software to ensure accuracy and real-time updates.
- Receive and properly store incoming supplies, segregate damaged or expired stock, and support regular inventory audits.
- Record and report stock discrepancies for timely resolution and accurate tracking.
- Maintain inventory records using Sage warehouse management software, ensuring data accuracy and real-time stock updates.
- Analyze inventory data from Sage to identify usage trends, flag slow-moving or fast-moving items, and optimize reordering decisions.

### **Distribution & Logistics**

- Build and manage shipment schedules from the warehouse to AHN centers, ensuring timely and accurate order fulfillment.
- Coordinate packaging, dispatch, and delivery of clinic and warehouse orders, managing drivers to meet protocols and service expectations.

- Manage AHN's fleet of vehicles to ensure zero downtime and oversee drivers to achieve 100% on-time and complete (OTC) product delivery.
- Proactively resolve logistical and shipment issues with minimal supervision.

### **Stakeholder & Customer Engagement**

- Interface with the CEO, COO, and Country Head to align capital equipment inventory with new center build plans.
- Form and maintain positive relationships with customers and respond promptly to their needs, maintaining a <1 business day response policy.
- Process customer orders accurately and collaborate with the Financial Controller to generate and issue invoices.
- Deliver exceptional customer service throughout the supply chain process.

### **Strategic & Growth-Oriented Support**

- Scale supply chain operations to support organizational growth and expanding geographical presence.
- Lead continuous improvement initiatives and contribute to business planning for the equipment distribution arm.
- Leverage supply chain data to generate actionable insights that improve inventory accuracy, cost control, and demand forecasting.
- Perform other related duties as assigned to support supply chain excellence.

### **Supervisory Responsibilities (Direct Reports):**

- Supply Chain Officer (s)
- Supply Chain Assistant

**Desired Competencies:**

- Bachelor's degree in Supply Chain Management, Logistics, Business Administration, or a related field (required)
- Minimum of 2-3 years of experience in supply chain, procurement, or logistics
- Experience in the healthcare sector is a strong advantage
- Strong analytical and problem-solving skills with attention to detail
- Proficiency in inventory and procurement systems; experience with Sage is preferred
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint), Data analysis and Economic Resource Planning/Inventory Management software's.
- Demonstrated ability to build and maintain effective relationships with suppliers, vendors, and customers
- Strong interpersonal skills and ability to work cross-functionally with internal teams and external stakeholders
- Excellent written and verbal communication skills
- Ability to prioritize tasks, manage time effectively, and work under pressure
- Basic understanding of inventory management, stock recordkeeping, and safe storage of medical supplies
- Familiarity with logistics coordination and delivery protocols

- High level of integrity, professionalism, and accountability
- Strong passion for Africa Healthcare Network's mission to improve access to quality kidney care across Africa

#### **How to Apply:**

- Applications should be sent by **2<sup>nd</sup> June 2025** with subject heading "***Job Application: Supply Chain Lead at AHN***".
- Send your application to [tanzania@africahealthcarenetwork.com](mailto:tanzania@africahealthcarenetwork.com)
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED!**