



Vacancy Announcement

Job Title:	Senior Manager, Supply Chain Operations		
Reports To:	Project Director		
Work Schedule:	M-F, 8:30 AM – 5:00 PM		
Duty Station:	Abuja, Nigeria		
Job Level:	Senior Management	Grade Level:	Aligns with country salary structure
Position Type:	Full time		

About MEBS Global

MEBS Global provides a variety of in-country support and local assistance as well as cargo transportation and logistics management services with primary focus in emerging markets and conflict, post conflict environments in the Middle East, Asia, and Africa. MEBS Global maintains 12 offices in 11 countries including 2 offices in Nigeria.

MEBS Global has been awarded the Fourth Party Logistics (4PL) service provider contract for the Malaria Component of the Global Fund Grant Cycle 7 (GC7) on behalf of the Government of Nigeria (GoN), building on previous efforts to enhance its visibility and involvement in warehousing and distribution operations. MEBS is expected to manage the warehousing and distribution of malaria commodities in the 13 Global Fund supported states.

Roles and Responsibilities

The Senior Manager, Supply Chain Operations will lead our Supply Chain Operations team in managing the supply chain operations (warehousing, distribution, and waste management) for the Fourth Party Logistics (4PL) service provider contract for the Malaria Component of the Global Fund Grant Cycle 7 (GC7). The ideal candidate will have a deep understanding of supply chain management principles, extensive experience in logistics operations, and a passion for driving impact in global health.

The Senior Manager, Supply Chain Operations will be responsible for overseeing all aspects of warehousing and distribution operations for the Fourth Party Logistics (4PL) service provider contract for the Malaria Component of the Global Fund Grant Cycle 7 (GC7). This includes developing and implementing strategic supply chain plans, providing operational leadership to the Supply Chain Operations team, and collaborating with stakeholders to optimize supply chain performance. The Senior Manager, Supply Chain Operations will be responsible for ensuring compliance with regulatory requirements, maintaining high standards of quality assurance, and managing risks to ensure the continuity of supply chain operations.

The Senior Manager, Supply Chain Operations shall report directly to the Deputy Project Director, in collaboration with the Project Director and the Project Management Unit (PMU). As need arises, s/he shall report directly to the Project Director and the Project Management Unit (PMU), in the absence of the Deputy Project Director. S/he shall also work closely with the US and Nigeria Support teams for Fourth Party Logistics (4PL) service provider contract for the Malaria Component of the Global Fund Grant Cycle 7 (GC7). S/he will collaborate effectively with cross-functional teams (Procurement, TQM, ERP/MIS/IT, Finance and Compliance/Audit) and contribute significantly to the project's success by ensuring the efficient and compliant procurement of essential health supplies for the targeted communities.

Specific Responsibilities

1. Strategic Planning:



- Develop comprehensive supply chain strategies tailored to the unique requirements of the Malaria Component of the Global Fund Grant Cycle 7 (GC7) in Nigeria, taking into account the specific needs and challenges of the 13 Global Fund supported states.
 - Collaborate closely with the Government of Nigeria (GoN) and other stakeholders to align supply chain initiatives with program objectives and priorities, ensuring the efficient distribution of malaria commodities across the targeted regions.
 - Conduct regular assessments and analysis of supply chain performance metrics to identify opportunities for optimization and continuous improvement, driving greater efficiency and effectiveness in warehousing and distribution operations.
- 2. Operational Leadership:**
- Provide hands-on leadership and direction to the Supply Chain Operations team, overseeing the day-to-day warehousing and distribution operations of malaria commodities in the 13 Global Fund supported states.
 - Optimize procurement processes to ensure the timely acquisition and delivery of quality-assured pharmaceuticals and medical supplies, leveraging existing relationships and negotiating favorable contracts with suppliers.
 - Implement robust inventory management practices to minimize stockouts and overages, ensuring adequate stock levels of malaria commodities while minimizing excess inventory holding costs.
- 3. Team Management:**
- Recruit, train, and mentor a diverse team of supply chain professionals, fostering a culture of collaboration, innovation, and accountability within the MEBS Global team.
 - Set clear performance expectations and goals for team members, providing regular feedback and coaching to support their professional development and ensure alignment with organizational objectives.
 - Promote cross-functional collaboration and knowledge sharing within the Supply Chain Operations team and with external stakeholders, facilitating seamless coordination and execution of warehousing and distribution activities.
- 4. Stakeholder Collaboration (in collaboration with Project Director and the Senior Manager, Strategic Partnerships):**
- Establish and maintain strong relationships with key stakeholders, including the Government of Nigeria (GoN), the Global Fund, health facilities, and distribution partners, to facilitate effective communication and collaboration.
 - Coordinate closely with the GoN and other partners to understand local supply chain needs and challenges, adapting strategies and processes accordingly to ensure the efficient distribution of malaria commodities.
 - Serve as the primary point of contact for stakeholders regarding supply chain issues, providing timely updates and addressing concerns to foster trust and support for program objectives.
- 5. Quality Assurance (in collaboration with Project Director and the Senior Manager, IQM):**
- Develop and implement robust quality assurance processes and procedures to ensure the integrity and safety of malaria commodities throughout the supply chain, adhering to relevant regulatory requirements and industry standards.
 - Conduct regular audits and inspections of warehouses and distribution centers to verify compliance with quality standards and identify areas for improvement.
 - Investigate and address any quality-related issues or discrepancies promptly, implementing corrective actions to prevent recurrence and maintain high-quality standards in warehousing and distribution operations.
- 6. Performance Monitoring (in collaboration with Project Director and the Senior Manager, IQM and Senior Manager, ERP/MIS/IT):**
- Define and track key performance indicators (KPIs) and metrics to monitor the performance of warehousing and distribution operations, conducting regular performance reviews and analysis to identify trends and areas for improvement.
 - Utilize data analytics tools and techniques to generate insights and recommendations for optimizing supply chain performance and enhancing efficiency in the delivery of malaria commodities.



- Prepare and present regular reports and dashboards to management and stakeholders, providing visibility into achievements, challenges, and opportunities for improvement in supply chain operations.
- 7. Risk Management:**
- Identify potential risks and vulnerabilities in the supply chain, including supply disruptions, transportation delays, and regulatory changes, and develop risk mitigation strategies to minimize their impact on warehousing and distribution operations.
 - Establish robust contingency plans and emergency response protocols to address unforeseen events and ensure business continuity, working closely with stakeholders to proactively manage risks and minimize disruptions.
 - Monitor external factors such as political instability, natural disasters, and public health emergencies that may affect supply chain operations, adjusting plans and strategies as needed to maintain the integrity and effectiveness of warehousing and distribution activities.
- 8. Compliance and Regulatory Affairs:**
- Ensure compliance with relevant regulatory requirements, industry standards, and contractual obligations governing the warehousing and distribution of malaria commodities, maintaining accurate documentation and records to support audit and evaluation activities.
 - Stay informed of changes in regulatory requirements and industry best practices, providing guidance and training to staff to ensure awareness and adherence to applicable standards and regulations.
 - Collaborate with regulatory authorities and other stakeholders to address compliance issues and implement corrective actions as needed, maintaining a strong commitment to ethical and transparent supply chain management practices.
9. Other duties as assigned by the Deputy Project Director, the Project Director and the Project Management Unit (PMU),

The Senior Manager, Supply Chain Operations shall also have operational level oversight roles and responsibilities (listed below but limited to the following) in collaboration with the for the Supply Chain Operations Team:

- Ensure the smooth and efficient functioning of the supply chain for health commodities of the Malaria Component of the Global Fund Grant Cycle 7 (GC7)
- Develop and implement strategic supply chain plans to align with overall 4PL contract goals.
- Be responsible for warehouse management and overseeing logistics and distribution operations.
- Oversee all the regional warehousing and distribution teams.
- Provide stock report to PM and NPSCMP.
- Share warehouse calendar of operations, including preventative maintenance plans with PM (In-country), and NPSCMP.
- Prepare reports and KPI meetings with Project Managers and Global Fund.
- Validate the final endorsed reconciliation report shared by the PR
- Generate LHD Plan and bulk allocation in preparation for last mile distribution (LMD).
- Share LHD plan and bulk allocation with PRs on/before 16th of the pre- LMD month.
- Finalize LHD plan incorporating feedback from PRs and NPSCMP.
- Share the final LHD plan with PRs for approval by 18th of the month preceding LMD.
- Execute LHD and complete the activity on/before the LMD for each cycle commences or as scheduled for distributions not integrated.
- Inform CRS of completed LHD.
- Develop a performance management plan within 10 days that seeks to address any outstanding performance concerns by PRs, NPSCMP and respective states.
- Develop action plan identified within 72 hours, correction plan within 5 business days and preventative improvements implemented within 10 business days.



- Complete all transaction records including receipt vouchers, proof of delivery, adequately signed by authorized personnel
- Notify LMCU immediately of any issues that arise that will hinder completion of distribution within stipulated timelines.
- Manage and monitor all activities to ensure compliance with the SOP prescribed by regulators (including but not limited to the National Supply Chain Policy for Pharmaceutical Products).
- Review and reconcile all PODs (Proof of Delivery) submitted to the State after LMD.
- Validate the final endorsed reconciliation report shared by the Principal Recipient (PR)
- Maintain product allocation document for each health facility according to the plan provided by the LMCU and PRs.
- Generate LHD orders to the 4 zonal warehouses/stores (Sokoto, Gombe, Cross River, Anambra) from the 2 national warehouses (Abuja & Lagos)
- Validate the final endorsed reconciliation report shared by the PR
- Manage relationship and product distribution arrangements with NPSCMP.

Evaluation Method

- Annual performance appraisals
- Quarterly documented feedback and mentoring discussions
- Quarterly score card of work plan tasks and achievements
- Other duties as assigned

Qualifications

- Bachelor's degree in logistics, procurement, supply chain management, business management or a relevant field. A master's degree is highly desirable.
- Certification in Procurement, Logistics and Supply Chain Management by reputable and recognized international and local Nigeria entities, including the following but not limited to the following - Chartered Institute of Procurement & Supply (CIPS), International Federation of Purchasing and Supply Management (IFPSM), The Chartered Institute of Purchasing and Supply Management of Nigeria (CIPSMN), The Association of Supply Chain and Logistics Management Professionals (ASCLMP), Association for Supply Chain Management (ASCM), Chartered Institute of Procurement & Supply (CIPS), Council of Supply Chain Management Professionals (CSCMP), Chartered Institute of Logistics and Transport (CILT) or other similar entities with all-encompassing training/certification curriculum that covers procurement, logistics and supply chain management
- With a master's degree, minimum of 7 years of progressive experience in procurement, with at least 3 years of experience managing procurement activities in the global health sector, preferably with donor-funded projects. With bachelor's degree, minimum of 10 years of progressive experience in procurement, with at least 5 years of experience managing procurement activities in the global health sector, preferably with donor-funded projects.
- In-depth knowledge of procurement principles, practices, regulations, and standards, including familiarity with multilateral or bilateral donor procurement guidelines (e.g., Global Fund, USAID, DFID etc.).
- Proficiency in developing and implementing supply operations chain strategies within the context of health programs.
- The ideal person should be able to demonstrate exceptional negotiation skills and exhibit a comprehensive understanding of multilateral agency guidelines.
- Excellent ability to function in a detail-oriented environment.
- Experience working with donor funded programs is a plus.
- Demonstrated ability to work comfortably with Microsoft Office software, specifically Word, Excel, and PowerPoint.
- Experience with ERP, supply chain management and other logistics software is required.
- Demonstrated ability to work effectively both independently and as a team member.



- Excellent organizational and communication skills.
- Strong written and verbal English language skills.
- Strong interpersonal skills.

Interpersonal Competencies:

- Ability to work with other team members, flexibility, decisiveness and personal integrity.

Language:

- Fluency in English (speaking, reading, and writing).

How to Apply

Interested and qualified candidates are to submit CV and Cover Letter as a single document, addressing the position requirements to ngrecruitment@mebs-global.com

All applications must include the position title in the email subject line.

Please note that only short-listed candidates will be contacted for interview and *we are an equal opportunity organization so women are strongly encouraged to apply for this position.*

Applications submission deadline: **February 23, 2024.**