**Job Description**

**LOGISTICS ASSISTANT Medical Teams International**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Department:*** | Field Operations | Grey Sections for HR Completion | |
| ***Team:*** |  | ***Job Code:*** |  |
| ***Reports to (position):*** | **Direct: Program Manager, Tunja/ Indirect Finance and Administration Manager** | ***Job Grade:*** |  |
| ***Location(s):*** | Tunja, Boyacá, Colombia with regular travel to field areas/project sites | ***FLSA:*** |  |
| ***Work Days & Hours:*** | Monday-Friday, 40-48 hours/week, occasional weekends and public holidays | ***EEO Job Class:*** |  |
| ***Travel:*** |  | ***Last Update:*** |  |
| ***If Manager of Staff, Positions Supervised:***  *(directly & indirectly)* | N/A | ***# Supervised:***  *(directly & indirectly)* |  |

**MTI Calling**

*Daring to love like Jesus, we boldly break barriers to health and restore wholeness in a hurting world.*

**JOB SUMMARY**

Provides procurement, logistical, and administrative support to the Operations team and colleagues in the Colombia program as required.

**JOB RESPONSIBILITIES**

* Raising and processing of Requisitions, Purchase Orders, Goods Received Notes and Payment documents (to be ready for payment stage), as per the FOM (field operations manual) and Colombia Procurement SOPs
* Raising and processing requests for quotations and researching new suppliers for goods and services
* Support and on occasion execute Logistics activities such as inventory, asset, fleet and facilities management, along with basic administrative tasks as required by the programme
* Working with the Operations Manager, analyse quotations and make recommendations in a competitive bidding process
* Working with the Operations Manager, establish and negotiate contract terms and conditions
* Maintaining supplier relationships and managing supplier performance on key contracts
* Working with the Operations Manager, receive and analyse supplier questionnaires, identifying and escalating any critical risk areas to the business
* Responding to routine queries and requests for advice in a timely and consistent manner, including managing a dedicated procurement inbox
* Preparing and maintaining purchasing documents and filing to a high standard that is sufficient for any future audit requirements or subsequent queries
* Working to proactively maintain and grow both supplier and contracts databases, anticipating new and emerging business needs
* Work with internal and external stakeholders to determine procurement needs, quality and delivery requirements, including supporting stakeholders in the development and articulation of specifications for equipment, materials and services to be purchased across a diverse range of procurement categories to meet programme needs.
* Driving best value for money practices in procurement, and tracking and reporting
* Supporting Operations Manager and Country Director with planned and un-planned projects and procurement deliverables
* Develop and maintain constructive and cooperative working relationships with all colleagues throughout Medical Teams International
* Comply with and maintain knowledge of applicable rules, legislation, regulations, standards and best practices, including institutional donor funding requirements
* Support colleagues to understand and comply with FOM and related SOPs
* Support safeguarding of program participants and employees through promoting an environment of awareness and upholding the code of conduct provisions of Medical Teams Protection from Sexual Exploitation & Abuse, Child & Vulnerable Adult protection, and harassment-free workplace policies.

***OTHER DUTIES:***

* Utilize volunteers whenever possible.
* Additional duties as assigned.

**EDUCATION, LICENSES, & CERTIFICATIONS**

* Technical degree in Logistics, Supply Chain Management, Business Administration, Public Administration or related field is required
* Degree in Logistics, Supply Chain Management, Business Administration, Public Administration is an added advantage.

**EXPERIENCE**

* 2 years of experience working in Logistics required, preferably with an NGO or health-related non-profit
* Experience working with institutional donors (UN, USAID, etc.) is an added advantage

**KNOWLEDGE, SKILLS & ABILITIES**

***KNOWLEDGE***

* Basic knowledge and experience of working in a Procurement Function, developing, supporting, maintaining processes and systems.
* Basic knowledge and experience of other Logistics functions including Fleet, Inventory and Asset Management supporting and maintaining processes and systems
* Knowledge of how to operate a tender process and link it into organizational financial systems.
* Knowledge of how to effectively manage a supply chain
* A good knowledge of competitive bidding processes
* Fluent in Spanish
* Working knowledge of English is an added advantage

***SKILLS***

* Good interpersonal skills and strong communication skills, both verbally and in writing, with the ability to be an active listener
* Proficiency in Microsoft Office applications is essential – demonstrable aptitude with Excel
* Demonstrate good mathematical skills and reasoning
* Demonstrable negotiation skills, and able to identify value drivers on different types of procurement
* Good organisational and time management skills
* Effectively prioritise requests for support from internal departments and from external clients / enquirers and respond accordingly
* Identify problems early and communicate effectively
* Able to adapt negotiation strategies to cope with new circumstances or issues that arise
* Experience working for an international company, including cross-cultural sensitivity, and to understand the implications of the international organisation in Procurement processes and results
* Good judgement and ability to formulate decisions

***ABILITIES***

* Ability to work as part of a high performing team, and to proactively support the team to become more effective and productive
* Good attention to detail, consistency and thoroughness
* Ability to manage and prioritise workload effectively
* Plan and schedule own work, highlighting any foreseeable busy periods
* Appreciate when discretion, diplomacy and confidentiality are needed
* Understand when issues can be dealt with directly or need to be escalated to the Operations Manager
* Demonstrate the values of professionalism, objectivity, problem solving and strong customer support

**PHYSICAL CONDITIONS**

This position requires frequent travel to field areas/project sites as well as other parts of the country for activities such as market assessments, on site procurement activities, and collecting quotations from vendors.

***NOTE:*** *The above job description is intended to describe the general nature and level of work being performed by staff assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of staff in this position. Duties, responsibilities and skills are also subject to change based on the changing needs of the job, department or organization. The job description does not constitute an employment agreement between the employer and employee and is subject to change by Medical Teams International as the requirements of the job change.*

If you Are interested to apply please send your resumé or CV, before December 18, 2020 to the following e-mail address, [asanchez@medicalteams.org](mailto:asanchez@medicalteams.org) and/or [recruitmentco@medicalteams.org](mailto:recruitmentco@medicalteams.org). Please indicate in the subject, the position to which you are applying for.

The applications will be revised and studied as soon as we receive them.