

Sample Job Description

Commodity Procurement Associate Country Programs Team / GHSC-PSM Project / Arlington, VA

General Summary:

The Commodity Procurement Associate (CPA) is primarily responsible for interfacing with the Global Health Supply Chain – Procurement Supply Management project's (GHSC-PSM) Country Programs team and Global Supply Chain (GSC) team on field-based commodity procurement. The CPA will manage their portfolio of GHSC-PSM countries which will include activities such as reviewing forecasts and supply plans; receiving requisition orders (ROs) from field offices, coordinating technical and financial validation of the ROs, coordinating with the GSC team on fulfillment methodology, and working with field offices to obtain client approval. The CPA is responsible for tracking orders through to receipt of proof of delivery and working across multiple teams including field offices, project management, procurement, planning, quality assurance, and logistics.

Responsibilities include:

- Complete an initial review of supply plans and develop an understanding of GHSC-PSM forecasting and supply planning systems (e.g. Pipeline, Quantimed) in support of submission of supply plans and orders against established plans by field offices
- Work with field offices to ensure they are adhering to GHSC-PSM's established order lead times and provide feedback and flag concerns where necessary
- Coordinate processing of ROs and monitor throughout RO life-cycle as well as ensure visibility of RO status to internal and external stakeholders
- Coordinate late order triaging against inventory levels and contextual information with field offices, project management units and procurement teams
- Track ROs in GHSC-PSM's management information system (ARTMIS)
- Conduct a monthly review of the commodity portion of the monthly financial statements alongside the project management unit to help support budgeting and commodity funding tracking
- Work with field offices and the Catalog team to ensure addresses within ARTMIS are accurate, kept up-to-date, and properly reviewed against ROs when updates are made
- Partner with Deliver/Return and field office teams to share and maintain knowledge of country specific importation processes, especially regulations and processes for obtaining waivers
- Notify the Commodity Procurement Manager of data inaccuracies to help ensure ARTMIS reflects accurate/current order status information
- Report Incident Risk/Continual Improvement Situations that involve portfolio countries and participate in Quality Management Team process for solutions and improvements
- Support the Forecast and Supply Plan team to improve the internal review process and continually work to involve forecast and supply plans within order management

Qualifications:

- Bachelor's degree, preferably in supply chain or related area, or equivalent work experience
- Minimum 1 year of experience, preferably in procurement, and/or supply chain
- Demonstrated resourcefulness, organizational skills, problem-solving skills and initiative to learn
- Strong MS Office skills, attention to detail, and basic VBA and/or PowerBI experience preferred
- Experience living or working in developing countries preferred
- Demonstrated leadership, versatility and integrity
- English fluency required, secondary language fluency desired

Please note, the above is a sample position description with indicative responsibilities and qualifications and is subject to change. Qualified individuals who are interested in an open position will need to formally apply when a vacancy is announced in order to be considered by Chemonics. Individuals should refer to the position description within the vacancy announcement at that time.