

- Identify performance gaps requiring targeted technical support.
- Develop improvement plans with relevant stakeholders.
- Provide hands-on support to strengthen implementation and problem-solving.
- Support teams to apply new knowledge and skills within their routine work.
- Ensure technical assistance is responsive to local needs and context.

Documentation and Reporting

- Prepare weekly, monthly, quarterly and annual capacity-building reports.
- Document training, mentorship and coaching activities.
- Maintain accurate records of participants, training outputs and follow-up actions.
- Prepare success stories, case studies and learning briefs.
- Contribute to donor and project reports.
- Maintain a database or tracking system for capacity-building activities and results.

Qualifications and Experience

Essential

- Bachelor's Degree in Health Sciences, Public Health, Education, Social Sciences, Management, Human Resources Development or a related field.
- A Master's Degree in Public Health, Health Systems Management, Organizational Development, Education, Management or a related field is an added advantage.
- At least **5 years of relevant professional experience** in capacity building, health systems strengthening, organizational development, training or technical assistance.
- Demonstrated experience designing and implementing capacity-building programmes.
- Experience working with the Uganda health system, including Ministry of Health, local governments, District Health Teams and health facilities.
- Experience in training, mentorship, coaching and supportive supervision.
- Strong report-writing and documentation skills.
- Good computer skills, including Microsoft Office applications.

Desirable

- Experience working on USAID, Global Fund, PEPFAR, World Bank or other donor-funded health programmes.
- Experience supporting health facilities and district health systems.
- Experience in HIV/AIDS, TB, malaria, maternal and child health, health systems strengthening or other relevant health programmes.
- Experience using performance data to identify capacity gaps and guide technical assistance.
- Training or certification in adult learning, instructional design, coaching or organizational development.

Position: Supply Chain Advisor

Reports to: Health Systems Strengthening Advisor

Supervises: None

Description

Job Purpose

The Advisor will work closely with project health leadership, health facility management teams, JCRC technical teams, Ministry of Health structures, National Medical Stores and other relevant supply-chain stakeholders to ensure that project-supported systems are aligned with Uganda Ministry of Health requirements, PEPFAR/DHAPP expectations, and project health-system priorities.

The position will strengthen systems for forecasting and quantification, procurement coordination, warehousing, inventory management, distribution, stock monitoring, logistics data management, commodity accountability, equipment logistics, and last-mile assurance.

Key Roles and Responsibilities

1. Supply Chain Strategy and Planning

- Lead implementation of the supply chain and logistics component of the DHAPP Project.
- Develop annual and quarterly supply chain work plans and budgets.
- Conduct supply chain assessments to identify bottlenecks affecting commodity availability and service delivery.
- Develop strategies to strengthen commodity security across supported project health facilities.
- Support integration of project-supported supply chain systems into existing project health structures.
- Identify supply chain risks and develop appropriate mitigation measures.

2. HIV and Health Commodity Security

- Strengthen systems to ensure uninterrupted availability of ARVs, HIV testing commodities, laboratory supplies, medicines for opportunistic infections, prevention commodities, and other essential health products.
- Monitor commodity availability and identify facilities at risk of stock-outs or overstocking.
- Support timely redistribution of commodities between supported facilities where appropriate.
- Strengthen systems for management of short-dated, expired, damaged, and excess commodities.
- Ensure appropriate accountability and documentation for project-supported commodities.
- Collaborate with HIV, laboratory, pharmacy, and clinical teams to align commodity requirements with service-delivery needs.

3. Forecasting, Quantification and Supply Planning

- Support facilities to conduct routine commodity forecasting and quantification.
- Review consumption, morbidity, patient numbers, stock-on-hand, losses, expiries, and pipeline information to inform supply planning.
- Support development of facility commodity requirements and orders.
- Monitor consumption trends and adjust forecasts accordingly.
- Work with technical teams to ensure commodity forecasts reflect program targets and anticipated changes in service utilization.
- Identify potential supply gaps early and recommend corrective actions.

4. Inventory and Stock Management

- Strengthen inventory management systems at supported facilities and project stores.
- Ensure appropriate use of stock cards, bin cards, inventory records, electronic systems, and other approved logistics management tools.

- Promote **FEFO (First-Expiry, First-Out)** and appropriate stock rotation practices.
- Conduct routine physical inventory counts and reconcile physical stock with records.
- Monitor stock levels, minimum/maximum levels, months of stock, losses, adjustments, expiries, and stock-outs.
- Support investigation and resolution of inventory discrepancies.
- Strengthen commodity accountability and traceability.

5. Logistics Management Information Systems (LMIS)

- Strengthen collection, validation, analysis, and use of logistics data.
- Ensure timely and accurate submission of logistics reports from supported facilities.
- Support facility teams to use LMIS data for ordering, forecasting, redistribution, and decision-making.
- Monitor data quality and completeness of logistics records.
- Develop and maintain supply chain dashboards and performance-monitoring tools where appropriate.
- Analyze logistics data to identify trends, bottlenecks, and facilities requiring intervention.

6. Warehousing and Storage

- Strengthen storage systems at project-supported stores and health facilities.
- Ensure commodities are stored according to manufacturer and Ministry of Health requirements.
- Conduct regular assessments of storage conditions.
- Promote appropriate organization, labeling, segregation, security, cleanliness, and environmental controls within stores.
- Strengthen systems for cold-chain commodities where applicable.
- Ensure appropriate documentation of receipts, issues, transfers, adjustments, and disposals.
- Support facilities to address identified storage gaps.

7. Distribution and Last-Mile Delivery

- Coordinate distribution of project-supported commodities to PROJECT health facilities.
- Develop efficient distribution schedules based on facility consumption and stock status.
- Monitor delivery timelines and completeness.
- Strengthen last-mile visibility and accountability of commodities.
- Track deliveries from source to facility and identify delays or losses.
- Support redistribution mechanisms to prevent avoidable stock-outs and overstocking.
- Maintain appropriate documentation for all commodity movements.

8. Procurement Coordination

- Work closely with JCRC procurement and finance teams to develop procurement plans based on approved project requirements.
- Provide technical specifications for health commodities and supplies where required.
- Monitor procurement lead times and identify risks to program continuity.
- Track procurement status and expected delivery dates.
- Ensure procurement processes comply with JCRC, donor, and applicable Ugandan requirements.
- Coordinate with approved suppliers and relevant government supply-chain entities.

Facility-Level Supply Chain Strengthening

- Conduct routine supply chain assessments and supportive supervision at PROJECT health facilities.

- Mentor stores personnel, pharmacists, laboratory staff, and other relevant health workers in logistics management.
- Support facilities to develop commodity improvement plans.
- Monitor key supply chain performance indicators.
- Provide targeted technical assistance to facilities experiencing persistent stock management challenges.
- Document and disseminate good supply chain practices across supported facilities.

Supply Chain for Laboratory Commodities

- Support forecasting and quantification of laboratory commodities based on testing volumes and program needs.
- Monitor stock status and expiry of laboratory commodities.
- Strengthen systems for appropriate storage and distribution of laboratory supplies.
- Coordinate with laboratory and technical teams to address supply interruptions.

Equipment and Asset Logistics

- Coordinate with the Biomedical Engineering team on logistics related to medical equipment.
- Support equipment inventory and asset tracking systems.
- Ensure appropriate documentation of equipment receipt, deployment, transfer, maintenance, and disposal.
- Support availability of essential equipment and associated consumables.
- Identify equipment-related supply chain bottlenecks affecting service delivery.
- Promote appropriate utilization and accountability for project-procured assets.

Commodity Accountability and Compliance

- Strengthen accountability mechanisms for project-supported commodities.
- Conduct routine commodity verification and reconciliation.
- Support investigations into losses, discrepancies, damages, and expiries.
- Ensure proper documentation and authorization for commodity adjustments and disposals.
- Promote compliance with JCRC, Ministry of Health, donor, and project requirements.
- Support preparation for internal and external audits and commodity verification exercises.

Capacity Building and Mentorship

- Assess supply chain capacity gaps among project health facility staff.
- Develop and implement supply chain capacity-building plans.
- Conduct mentorship and on-job training for stores personnel, pharmacists, laboratory staff, and facility managers.
- Strengthen skills in quantification, inventory management, LMIS, reporting, storage, and commodity accountability.
- Promote institutionalization of supply chain skills within the project health system.

Supply Chain Data Review and Performance Management

- Establish and monitor key supply chain performance indicators.
- Conduct routine stock analysis
- Present supply chain performance during project and facility review meetings.
- Develop corrective action plans for underperforming facilities.

Sustainability and Health Systems Strengthening

- Develop strategies for sustainable supply chain systems within the project health system.
- Strengthen ownership of logistics systems by project health leadership and facility teams.

- Minimize parallel project systems and promote use of appropriate national and project systems.
- Support transition and institutionalization of project-supported supply chain functions.
- Identify opportunities for efficiency, cost reduction, integration, and sustainability.

Coordination and Stakeholder Engagement

- Work closely with project Medical Services and health facility leadership.
- Coordinate with Ministry of Health supply chain structures and relevant government agencies.
- Collaborate with National Medical Stores and other approved supply-chain partners as applicable.
- Work closely with JCRC procurement, finance, M&E, clinical, laboratory, pharmacy, biomedical engineering, and HSS teams.
- Participate in relevant technical working groups, supply chain review meetings, and project coordination forums.
- Maintain effective communication with stakeholders on supply chain risks and corrective actions.

Monitoring, Reporting and Documentation

- Prepare routine supply chain performance reports.
- Provide technical input into quarterly, semi-annual, and annual project reports.
- Document supply chain challenges, interventions, achievements, best practices, and lessons learned.
- Maintain accurate supply chain records and documentation.
- Provide evidence-based recommendations to project management and project health leadership.

Qualifications and Experience

Minimum Qualifications

- Bachelor's degree in Pharmacy, Procurement and Logistics, Supply Chain Management, Health Supply Chain Management, Public Health, Health Services Management, or a related field.
- A Master's degree in Supply Chain Management, Public Health, Health Systems Management, Logistics, Procurement, or a related discipline is an added advantage.
- At least **5 years of progressive experience** in health supply chain and logistics management.
- Demonstrated experience managing or strengthening health commodity supply chains in Uganda.
- Experience supporting HIV/PEPFAR-funded programs is highly desirable.
- Experience working with Ministry of Health systems, National Medical Stores, health facilities, or implementing partners.
- Experience in commodity forecasting, quantification, LMIS, inventory management, warehousing, distribution, and supply chain performance monitoring.
- Capacity building and mentorship.

Job Title: Driver

Duty Station: Kampala

Reports to: Transport & Logistics Officer

Supervises: None

Job Purpose: