Supply Chain Assistant – Rwanda

Company overview

Africa Healthcare Network (AHN) is building the first dialysis chain across East Africa, providing high-quality, life-saving dialysis at an affordable cost to both the local patient population and patients from neighboring countries, which do not have centers of their own. AHN brings world-class technical expertise combined with developing world practical operating experience to a region in dire need of quality dialysis treatment. In North America, over 97% of patients requiring treatment for kidney disease receive care; in East Africa, less than 5% receive care. AHN's goal is to increase access to high quality care at a lower cost to patients, delivered through a sustainable business model.

AHN is looking for a Supply Chain Assistant that can manage supply chain across Rwanda and meet center needs.

Job summary

The Supply Chain Assistant is responsible for managing continuous ordering and shipment of medical consumables to AHN centers and warehouses across Rwanda, managing ordering and shipment of medical equipment for centers both locally and internationally, and building our distribution business of medical equipment for external customers.

Duties and responsibilities

- Manage procurement and distribution for Africa Healthcare Network centers
    - Build and maintain relationships with large, medium, and small suppliers for procurement both locally and internationally
    - Establish and maintain vendor contact to place, follow up, and expedite orders to ensure deliveries meet targeted schedule
    - Manage relationships with relevant authorities to ensure rapid processing of licenses and special permits and shipping agents to ensure rapid clearing of medical product imports
    - Interface with AHN centers to check inventory, re-order, and ensure that critical medical equipment is always in stock
    - Interface with Country Leadership and Regional Supply Chain Manager to ensure capital equipment stock meets center needs
    - Build shipment schedule from our warehouse to centers, coordinate, assemble and package clinic / warehouse orders for shipment, and manage drivers to ensure speedy delivery and alignment to protocol
    - Learn and maintain warehouse software to reflect current inventory levels
    - Receive incoming supplies and place supplies in proper place
    - Identify and segregate damaged, deteriorated and expired drugs and other supplies to enable accurate inventory tracking
    - Record and report any discrepancies for appropriate measures to be taken
    - Work to ensure zero down time, and 100% on-time and complete (OTC) distribution of medical products throughout Rwanda
- Perform any other related duties and responsibilities as may be assigned

Requirements

- Bachelor's degree required in from Procurement, Logistics and in any related field.
- At least 1 to 2 years of supply chain and/or procurement experience
- Strong understanding of Rwandan import process and regulations
- Work in healthcare sector a plus
- Experience in a customer-facing distribution role a plus
- Demonstrated strong analytical and problem-solving skills

- Experience building and maintaining customer and supplier relationships
- Ability to work with limited budgets and human resources without extensive structural or operational support
- Ability to work through sensitive political contexts and develop strong relationships with government officials and multilateral organizations
- Strong work ethic and flexibility, respectful of local norms and culture, ability to work with humility and urgency
- Proficiency in Microsoft Word, Excel, PowerPoint
- Exceptional written and oral communications skills
- Speaks fluent English

Ethical Concern

Africa Healthcare Network Rwanda (AHN) is an equal opportunity employer, therefore all ethical and competent applicants from all races, gender and all ethnic backgrounds are strongly encouraged to apply.

Interested candidates can submit their CV/Resume, Cover letter and any relevant certificates to hr@africahealthcarenetwork.com not later than June 2nd 2022 by 5PM.