

Scope of Work

Supply Chain Technical Advisor

Chemonics International Inc, contractor of the US Foreign Aid Assistance which implements the Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) project in Rwanda seeks to recruit a Supply Chain Technical Advisor.

Background

The Global Health Supply Chain – Procurement and Supply Management (GHSC-PSM) project is the primary vehicle through which US Foreign Aid Assistance: 1) procures and provides health commodities, 2) provides technical assistance to improve partner countries' management of the supply chain, and 3) collaborates with key international stakeholders to support global health initiatives.

The purpose of the GHSC-PSM project is to ensure uninterrupted supplies of health commodities in support of U.S. Government (USG)-funded public health initiatives around the world. The project provides direct procurement and supply chain management support to the U.S. President's Emergency Plan for AIDS Relief (PEPFAR) and the President's Malaria Initiative. In supporting USG-funded global health activities, GHSC-PSM develops and manages a wide array of services for health commodity procurement and related systems strengthening technical assistance encompassing different elements of a comprehensive supply chain.

Purpose

The Supply Chain Technical Advisor will be responsible for providing technical guidance on supply chain related interventions to the Ministry of Health (MOH), the Rwanda Biomedical Center (RBC) and the Rwanda Medical Supply (RMS) Ltd. He/she will coordinate activities aligned with ensuring improved quality of logistics data and reporting on key project local and global indicators. He/she will also coordinate and monitor the implementation of key activities and recommendations aiming to improve logistics data quality in collaboration with the project team. He/she will support the forecasting, supply planning, and inventory monitoring of life saving commodities.

Principal Duties and Responsibilities

- Contribute to the strategic direction of the technical assistance provided to the Rwanda health supply chain sector.
- Support the planning and development process of the project annual work plan with key project stakeholders.
- Support the design of project operational and activity plans and ensure that measurable indicators are incorporated in the design and collected during implementation.
- Support the implementation of the project monitoring and evaluation through the collection, analysis of project key performance indicators as required by the project and upload to relevant systems.
- Coordinate and provide technical support to the MOH Coordinated Procurement and Distribution System (CPDS) to regularly analyze, monitor the national stock status and implementation of supply plans for HIV/AIDS and Malaria commodities to inform procurement decision making.
- Assist with preparing project monthly, quarterly and annual activity reports.
- Conduct quarterly logistics data quality assessment to highlight quality elements such as accuracy, timeliness, and completeness through support supervision at RMS branches and service delivery points.
- Assist the Technical Director to prepare periodical mandatory and ad-hoc project reports.
- Perform other duties as required and assigned by supervisor.

Required Skills and Qualifications

- Bachelor's degree supply chain management or pharmacy.
- Minimum of 3 years' relevant experience in data management of health commodities including laboratory commodities.
- Demonstrated experience working in the public health supply chain, as well as with relevant institutions and stakeholders.
- Experience using supply chain inventory tracking and information systems.
- Skilled in monitoring and evaluation of supply chain performance through the use of key performance indicators.
- Ability to use Microsoft office packages (Excel, Word, PowerPoint, Outlook, SharePoint, iCloud).
- Strong written and oral communications skills.
- Excellent problem solving and decision-making skills.

Level of Effort and Location

This is a one-year contract position, with intermittent travel to national supply chain entities and service delivery points countrywide.

Supervision

The Supply Chain Technical Advisor will report to the Technical Director at GHSC-PSM.

Application Process

Application should include an application letter, a detailed Curriculum Vitae (4 pages maximum), copy of academic qualifications, three professional references, telephone contact and email address, *NOT* later than October 17, 2025, at 13:30.

Please apply to:

The Country Director, GHSC-PSM Project in Rwanda through email psmrwandarecruit@ghsc-psm.org and mention "The Supply Chain Technical Advisor Application" as subject of your email. Only complete applications will be vetted, and short-listed candidates will be contacted. No phone calls will be accepted in relation to the subject. GHSC-PSM project in Rwanda cannot guarantee that applications submitted after the deadline will be reviewed for further consideration.

Done at Kigali on October 08, 2025

Country Director, GHSC-PSM Project in Rwanda