



Job Advertisement

Mission for Essential Drugs and Supplies (MEDS) is a Christian and not-for-profit organization based in Nairobi, Kenya. It is a registered Trust of Kenya Conference of Catholic Bishops (KCCB) and Christian Health Association of Kenya (CHAK). MEDS core mandate includes a supply chain for reliable, quality and affordable Health Products and Technologies; Quality Assurance and Health Advisory Services. It was established in 1986, and operating all over Kenya and other regions of Africa.

MEDS has entered into a Contract with USAID Kenya and East Africa - named USAID Accountable Supply Chain for Health Program in Kenya. The Project Objectives is to Procure, Warehouse, Distribute and Monitor HIV, Malaria, TB and Maternal Child Health Commodities in furtherance to The President's Emergency Plan for AIDS Relief (PEPFAR) Program in Kenya.

Sub contracts Manager

The Subcontracts Manager will oversee all aspects of subcontract portfolio from competition, vetting, award documentation, monitoring, past performance and other areas of subcontract oversight.

Requirements:

- i. A Master's degree in business administration or other related field OR a bachelor's degree in business administration or other related field and ten (10) years of experience (in addition to the years below) overseeing procurement for a donor funded activity
- ii. A minimum of seven (7) years of (sub)contract management experience in procurement, warehousing and logistics
- iii. Experience with transportation management, outsourcing, performance management, and cost optimization
- iv. Experience successfully managing teams, and ensuring the quality of their products
- v. Demonstrated ability to communicate effectively in English, both verbally and in writing
- vi. A minimum of seven (7) years of experience working in a procurement capacity for a donor funded activity
- vii. Demonstrated experience in USG Grants Management, Finance and Compliance.

Forecasting and Quantification Manager:

The Forecasting and Quantification Manager will be responsible for ensuring correct quantities and types of commodities are ordered. He/she will build strong relationships with GOK and KEMSA and attend procurement meetings.

Requirements:

- i. A Master's Degree in Supply Chain Management, Health Systems Management or related field;
- ii. Minimum of seven (7) years of forecasting and quantification experience;
- iii. Experience and demonstrated capacity to liaise and negotiate with key stakeholders at senior levels of the U.S. government, the Government of Kenya, and other organizations;
- iv. Demonstrated experience in leading and managing forecasting and quantification experience for large programs, forecasting and supply planning, procurement planning, creating and maintaining contingency plans and product risk profiles, and/or assembling global forecasts of procurement needs, and contract management;
- v. Experience successfully managing teams, and ensuring the quality of their products;
- vi. Demonstrated ability to communicate effectively in English, both verbally and in writing; and
- vii. Demonstrated experience in the use of relevant computer packages

If you fit this profile, please email your written application and CV to USAID-MEDS@meds.or.ke

By: Friday 31st December 2021

(only shortlisted candidates will be communicated to)