

JOB DESCRIPTION

Job title: Logistics & Distribution Officer

Location: Remote

Reporting to: MedTech Programme Manager

Key relationships: Programme team colleagues; communications & development staff; external stakeholders and partners

Duration: 12 month contract

Time commitment: Full-time

ABOUT LIFEBOX

Lifebox (www.lifebox.org) is a global nonprofit dedicated to improving surgical safety in low and middle-income countries. We are registered in the USA, UK and Ethiopia. Founded in 2011 by the authors of the WHO Surgical Safety Checklist, Lifebox works to ensure that surgical teams around the world have the tools and training needed to provide the safest care possible for their patients. Our work focuses on three core areas of work: anaesthesia safety, reducing surgical site infections, and improving teamwork in the operating room.

PURPOSE OF ROLE

Working closely with a range of partners such as manufacturers, medical equipment distributors, hospitals, other NGOs, the programme team and other colleagues throughout the organization, the post will support and facilitate the delivery of our work worldwide by ensuring the efficient and timely delivery of medical equipment globally as well as assisting our overall MedTech work.

ROLES & RESPONSIBILITIES

Logistical support

- Liaising with suppliers and partners to ensure orders are placed and essential medical equipment is delivered to the right place and on time
- Reviewing supplier's monthly reports and ensuring stock levels are properly managed
- Following up on medical equipment which has been distributed
- Supporting the development of various MedTech projects, as requested by the Programme Manager
- Supporting the finance team with stock reconciliation and bookkeeping
- Providing relevant information to the communications team to ensure that partners are acknowledged accordingly and to highlight Lifebox work in regards to Medical technologies

PERSON SPECIFICATION

Essential

- Min. 5 years' experience of procurement and/or logistics
- Ability to work and communicate with colleagues, partners and contractors across disparate geographical and cultural settings
- Strong administrative and organisational skills
- Self-motivated with proven ability to take initiative
- Ability to independently execute tasks
- Ability to manage competing priorities
- Excellent written and spoken English
- Good communication skills, able to communicate with different stakeholders
- Awareness of international development and global health issues, current trends and priorities
- Excellent IT skills (particularly in Word, Excel and Powerpoint and/or the Google suite equivalents)

Desirable

- Experience distributing medical equipment globally
- Experience working or volunteering in a low-resource setting
- Knowledge of customs clearance procedures, particularly in low- and middle-income countries
- Fluency in additional languages, particularly French and Spanish
- Experience and/or interest in sustainable/green procurement and environmental impact of supply chains

APPLICATION PROCESS

To apply please email opportunities@lifebox.org with your CV (resume) and a covering letter, detailing how you meet the selection criteria. Please include details of two referees with full contact details.

Please note the following:

Correspondence will only be entered with candidates who have been short-listed. If you have not received a reply within 2 weeks of the closing date, please consider your application as unsuccessful.

Closing date: 17 June 2022

Lifebox is an equal opportunity employer and values diversity.