

Terms of Reference (ToR)

Position Information

Office/Project	TB Projects
Designation	Supply Chain Management Officer
Reporting Supervisor	Operations Lead
Duty Station*	Gurugram, NCR of Delhi
Type	In Person- Consultant Full-time
Total Position Openings	_01
Project Period	01-May-2024 to 31-Mar-2027
Travel	2-4 days to project locations in a month

Doctors For You is seeking applications for Supply Chain Management Offer for TB Projects. We are looking for a Supply Chain Management Specialist to providing oversight and direction on Logistics Division that coordinates for all TB projects over the contract lifecycle. The ideal candidate will work from the admin office in Gurugram in NCR of Delhi.

Qualification, Skills & Competencies:

- Bachelor degree in Business Administration, or a related field.
- A minimum of 5-7 years of progressively responsible experience in supply chain management, logistics, procurement, Inventory management or related fields, preferably in the healthcare sector or with donor-funded projects
- Deep understanding of supply chain principles, logistics operations, inventory management, procurement processes, and distribution strategies. Familiarity with pharmaceutical supply chains and healthcare logistics is highly desirable.
- Proficiency in using supply chain management software, inventory management systems, and data analytics tools.
- Strong Microsoft Excel skills for data analysis, reporting, and forecasting
- Familiarity with barcode tracking systems, electronic data interchange (EDI), and other technology solutions used in supply chain management.
- Leadership, Communication, Problem solving and Negotiation skills.

Roles and Responsibilities:

- Develop and implement inventory management systems to monitor stock levels of TB-related supplies at distribution centres and healthcare facilities.
- Forecast demand for medications, diagnostic tests, and other supplies based on project objectives and historical consumption patterns.
- Regularly conduct inventory audits to identify discrepancies, reduce wastage, and ensure accurate stock levels.
- Design distribution strategies for the timely and efficient delivery of supplies to healthcare facilities.
- Coordinate transportation logistics, including selecting carriers, scheduling deliveries, and optimizing routes to minimize costs and transit times.
- Establish quality control processes to ensure the integrity and safety of supplies throughout the supply chain.
- Monitor compliance with regulatory requirements, industry standards, and project protocols related to procurement, storage, and distribution.

- Conduct regular inspections of distribution centres and healthcare facilities to assess adherence to quality assurance standards and address any issues or concerns.
- Maintain accurate records of procurement transactions, inventory levels, distribution activities, and transportation logistics.
- Identify potential risks and vulnerabilities in the supply chain, such as supply shortages, transportation delays, or quality issues.
- Develop contingency plans and mitigation strategies to address risks and ensure continuity of supply chain operations.

Note: The principal responsibilities listed above are an illustrative list and not an exhaustive list. Additional responsibilities may be added from time to time depending on Project requirements.

Reporting

The Supply Chain Management and Logistics Manager will be reporting to the Operation Lead.

Remuneration: The compensation for the above-mentioned position/s will adhere to internal policies and market standards, determined by qualifications, relevant experience, budget availability, internal parity, and interview performance.

The above-mentioned position requires outstanding communication, analytical skills, documentations skills, interpersonal, and computer skills, as well as the willingness to travel. Preference will be given to candidates with work experience in the relevant field and local candidates who possess the necessary experience and skill sets.

How to apply: Prospective candidates should submit their applications with quoting the **job title** on the subject line, include updated CV and Cover letter clearly explaining how you fit into the role and why you should be shortlisted on hr.gfund@doctorsforyou.org copy to hr@doctorsforyou.org.

- Please ensure that your application is complete with the above-mentioned documents. The candidates not submitting their applications with the required documents will not be considered.
- The appointment will be subject to certification that the candidate is medically fit to take on the role.
- Any attempt for persuasion will be considered as a disqualification.
- Only short-listed candidates will be invited for assessment.
- DFY is a tobacco and alcohol-free organization.
- Women candidates are especially encouraged to apply.
- The last day for submissions is 25th April, 2024 (The last date for application has been extended till 15th May, 2024)

Only shortlisted candidates will be contacted.

Safeguarding Commitment : At DFY, we are committed to Safeguarding and Protection of the communities, staff, and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with DFY are recruited. This post is subjected to a range of vetting checks, including a criminal records disclosure. Background and Reference checks will be conducted, and ethics are part of the regular performance appraisals.

About Doctors For You

Doctors For You (DFY) is a registered society, registered under the Societies Registration Act 1860 Section 21 having registration no. F-56886(Mum). DFY is a humanitarian organization from India with international presence and is working in various disaster hit zones for the last 16 years. DFY focuses on providing medical care to the vulnerable communities during crisis and non-crisis situations, emergency medical aid to people affected by natural disaster, conflicts and epidemics. We are also committed to reducing disaster risk to human society by delivering training and

capacity development in emergency preparedness and response. The work of DFY is guided by humanitarian principles of humanity, impartiality, and neutrality. It offers services and assistance to people based on need, irrespective of race, class, caste, religion and gender.

Doctors for You was founded in India in 2007, by doctors, medical students and like-minded people with a vision of "Health for all." Currently, DFY is working on various projects in different states of India involving health professionals, Disaster Management Practitioners, Social Workers and Administrative Staff.

The organization received several awards viz. The SAARC Award (2010), The British Medical Journal Group Award (2009), Golden Ruby Award (2015) and recognition from state governments for its outstanding contribution to the humanitarian field.

Since 2012, our focus has been on Tuberculosis starting with our DOTS providers at primary health centres, and over time, we've evolved to become the leading organization overseeing TB programs across 84 districts in India. Our endeavours have spanned various initiatives including diagnosis, treatment adherence training, capacity building, nutrition programs, and active case finding. With the latest Global Fund Grant, we're set to implement programs targeting drug-resistant tuberculosis, EPTB, and active case finding.