

KONBIT SANTE
OPERATIONS AND LOGISTICS MANAGER
September 2020

If you are interested in working for a global health organization and want to be a part of a high-performing team, come join us. We are a mission-driven organization that has been supporting the healthcare system in Haiti for the past 20 years.

SUMMARY

The operations and logistics manager leads organizational effectiveness by managing operations and supply chain activities for the Haiti and USA offices, supervises the administrator in Haiti, and works closely with the Haiti team to ensure smooth and ongoing operations. The operations and logistics manager works closely with the executive director and the rest of the staff members in Haiti and the USA to promote and support the mission of the organization.

MAJOR DUTIES

General

- I. Leads operational and supply chain activities of the organization
- II. Develops, maintains, and manages policies and procedures related to operations and supply chain
- III. Develops the program plan and strategies to strengthen the impact of Konbit Sante's operations
- IV. Provides staff support to the governance committee
- V. Performs miscellaneous job-related duties and special projects as assigned by the executive director

Operations

- I. Optimizes operational systems, processes and policies, management reporting, business process improvement, and organizational planning
- II. Directs staff on agency compliance with all contracts and relationships
- III. Manages internal review process; initiates operational audits and site visits
- IV. Maintains and manages organization's legal status and counsel in Haiti and USA
- V. Monitors organizational risk, maintains mitigations strategies and best practices, and prepares appropriate and timely response actions
- VI. Coordinates organizational processes for major procurements, contracts, and insurance policies
- VII. Ensures that assets are inventoried, used appropriately, and well-maintained
- VIII. Ensures overall organizational adherence to human resources policies and procedures with applicable laws and regulations and best practice implementation

Supply Chain

- I. Manages supply chain process such as facilitating meetings and monitoring shipping processes, logistics, and billing
- II. Executes all supply chain shipments in coordination with staff, including researching sources, ordering and tracking, and submitting report requirements to donors
- III. Strengthens supply-related management systems in terms of procurement, inventory, utilization of supplies and pharmaceuticals, and maintenance and repair of equipment
- IV. Researches, prepares and maintains active essentials materials list in collaboration with staff
- V. Coordinates pickup of donations and seeks opportunities for new equipment and supply chain donors
- VI. Manages and maintains the USA warehouse space and volunteers

MINIMUM JOB REQUIREMENTS

Success in this position requires an in-depth understanding of nonprofit leadership, operations, supply chain, and other requirements for a nonprofit organization. Other qualifications include:

- At least 5 years' experience in operations and supply chain for a nonprofit organization, preferably with some global health or international development experience
- Experience in managing relationships with partners, including maintaining contracts and legal agreements
- Bachelor's degree required in Business Management, Engineering, Public Health, Public Administration, or related field; Master's degree preferred

SELECTION CRITERIA

- Ability to work with a high degree of independence and accuracy
- Excellent leadership, interpersonal, and supervisory skills
- Strong organizational and communication skills
- Strong financial planning and management skills
- Ability to gather data, compile information, and prepare reports
- Articulates a mission-oriented and social justice philosophy
- Comfortable working in diverse environments and has ability to travel to Haiti throughout the year
- French or Creole proficiency desirable
- Criminal background check

Konbit Sante reserves the right to waive any requirement or substitute for any requirement listed above if it is deemed to be in the best interest of the organization. The salary range for this job is \$40-50K. We offer an excellent compensation package that includes vacation and sick time, 401(k) plans and more. Qualified candidates should submit a resume and cover letter explaining interest in the position by e-mailing hr@konbitsante.org.