

Job description – Short-term Supply Chain/Procurement Officer

Organisation: Woolcock Institute of Medical Research in Vietnam

The Woolcock Institute is leading international lung health research organisation, affiliated with the University of Sydney in Australia (<https://sydney.edu.au/>). The Woolcock Institute has operated in Vietnam since 2009, we undertake large and important operational and epidemiological and clinical research projects in collaboration with the National Tuberculosis Program in 11 Provinces, including Ha Noi and Ho Chi Minh City. The Woolcock also runs training in epidemiological and operational research methods for Vietnamese doctors and public health workers.

Currently the Woolcock directly employs 60 full-time staff in Hanoi, Ho Chi Minh City and Ca Mau.

Location: based in Ha Noi

Duration: 12 months on full time basis, with consideration for subsequent extension.

General responsibilities:

- Responsible for managing all investigational products used all study projects
- Support in logistics for pharmaceutical products
- Manage the supply chain for all consumables and equipment required for all study projects, throughout participating provinces
- Review and strengthen procurement and supply chain system for investigational products

Reports to: Operation Manager

Key staff working with the project: Study Managers, Study Officers

Tasks and duties:

- Map the current purchasing and distribution/delivery channels of investigational products used all study projects and update the database
- Review the medical supplies inventory data and report
- Develop SOP for procurement and supply chain of investigational products

Vietnam Country Office:

- ♦ No 203, 2G Building, 298 Kim Ma street
Van Phuc Diplomatic Compound, Ba Dinh, Hanoi
- ♦ Tel: (84 - 24) 3762 1938
- ♦ Website: <http://www.woolcockvietnam.org/>

- Provide advice on selection tools for supply chain management and develop action plan for setting up and implementation of the selected tool
- Provide support for current studies on
 - Process the regulatory permissions necessary to import and use research equipment and consumables.
 - Arrange for transferring and shipping equipment and consumables as required, under appropriate storage conditions
 - Support in labelling, distributing and maintaining records for investigational medicinal products.
 - Ensure that all data and documentation associated with a study are accurate, up-to-date and available for audit or inspection by an appropriate authority.
 - Update inventory system
- Other tasks as required.

Required education, skills and qualities

Essential criteria:

- Experience of international procurement and logistics, including experience of dealing with international export documentation and licensing requirements.
- Fluent Vietnamese, good English language skills
- Strong interpersonal skills, ability to communicate clearly and effectively
- Meticulous attention to detail, specifically with regards to develop and maintain clear record system

Desirable criteria:

- Experience working with international organisations.
- Qualifications in business administration, foreign trade, logistics, and procurement.

Application Procedure

Interested applicants should send a cover letter together with a CV in English no later than **20th March 2019** by submitting the application form in the link as follows:

<https://airtable.com/shrEHhrmyayGTWOjs>

We regret that only short-listed candidates will be contacted for interviews.

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