Volunteer Supply Chain Analyst

Organization Overview
Village Health Works (VHW) is a joint American-Burundian non-profit and non-governmental organization (NGO) whose mission is to provide quality, compassionate health care in a dignified environment while treating the root causes of illness, poverty, violence, and neglect in collaboration with those we serve. The organization's operations are based in Kigutu, in southern Burundi, with support from offices in NYC. VHW's approach integrates clinical services with education, food security, economic development, environmental protection, music and the arts. VHW's central program is a clinic that conducted 45,022 patient consultations in 2018 and has 4 inpatient wards. A hospital that will add surgical and emergency obstetrical capacity is currently under construction. In preparation for the hospital's planned opening in 2022, VHW is building a supply chain and establishing procurement practices to ensure the efficient and timely delivery of items such as medical equipment and medicines.

Position Overview
The Volunteer Supply Chain Analyst works under the supervision of the International Operations Coordinator and the Supply Chain Manager. This position will support VHW’s procurement of goods ranging from medical equipment, medicines, and IT equipment, to copy paper, construction materials, and vehicles, among other supplies, in support of our programs. Specific daily responsibilities include: researching and sourcing vendors to diversify our suppliers for new and unique items, as well as matching need specifications against vendor offerings, sending out requests for quotations, analyzing bids for best value, making purchase recommendations, and issuing purchase orders. This role will also support on operations projects, ranging from VHW’s electricity solution for the hospital to the new staff housing VHW plans to build in support of incoming hospital staff.

This position requires a minimum commitment of 12 weeks, with a minimum weekly time commitment of 30 hours/week.

Specific Responsibilities
Ordering and Logistics
- Request quotations, analyze quotations, and confirm orders with vendors.
- Manage data analysis for assigned project replenishment orders.
- Enter and track shipments into supply tracking system.
- Communicate with and actively provide status updates to both NYC and site staff about their incoming shipments.
Supply Chain Projects

- Prepare item data to input into electronic system and actively manage data integrity.
- Work collaboratively with Supply Chain Manager to monitor project work plans and budgets; also work collaboratively to identify activities requiring supply chain support and develop action plans to address these needs.
- Adapt and develop templates and tools for procurement planning and execution, in line with project objectives and goals as well as organizational processes.
- Work with the Supply Chain team and clinical colleagues to understand and improve existing clinical formularies and vendor relationships.

Administration and Finance

- Enter purchase orders in financial system and process invoices for payment. Follow up with sites and vendors to identify and resolve discrepancies.
- Collaboratively, prepare or contribute to requests for approvals as needed.
- Ensure financial reports related to supply chain are properly coded and communicated to project and site staff, as required.
- Maintain the integrity and transparency of all department records and files and provide reports upon request.

Qualifications

- Prior work experience in supply chain, sourcing, project management, international logistics and/or administration, or other relatable detail-oriented work.
- Experience implementing process improvements and enjoying them!
- Strong ability with Microsoft Excel.
- Self-motivated and able to work both independently and as part of a larger team.
- Poise, professionalism, and strong communication skills to diverse stakeholders.
- Able to prioritize effectively, managing multiple responsibilities simultaneously and meeting deadlines in a fast-paced environment.
- Ability to speak French is preferred, but not required.

How to Apply

To apply, please send a resume and cover letter to Debbie Chan, International Operations Coordinator at dchan@villagehealthworks.org

Village Health Works considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability. Village Health Works is an equal opportunity employer.