

JOB DESCRIPTION

POSITION: SUPPLY CHAIN CO-ORDINATOR

REPORTS TO: COUNTRY DIRECTOR

LOCATION: RWANDA

PROPOSED STARTING DATE: As soon as possible

About AHN:

Africa Healthcare Network (AHN) is building the first dialysis chain across East Africa, providing high-quality, life-saving dialysis at an affordable cost to both the local patient population and patients from neighboring countries, which do not have centers of their own. AHN brings world-class technical expertise combined with practical operating experience to a region in dire need of quality dialysis treatment. In North America, over 97% of patients requiring treatment for kidney disease receive care; in East Africa, less than 5% receive care. AHN's goal is to increase access to high-quality care at a lower cost to patients, delivered through a sustainable business model. AHN is currently operating in Rwanda, Tanzania, Ghana, Zambia and Kenya.

Job Summary:

The Supply Chain Manager will be responsible for managing and coordinating the supply chain, logistics and procurement functions at the country level to ensure efficient and effective acquisition and delivery of materials, goods and supplies in line with country-specific procurement acts and regulations, and AHN's procurement procedures. **Your duties and responsibilities will include, but not be limited to, the following:**

Procurement and Supplier Relationship:

- Develop and maintain strong relationships with local and international suppliers to ensure reliable sourcing of the best quality of medical consumables, equipment, and services at the best prices
- Establish and maintain in place the supplier registers for selected vendors and monitor their regular performance in terms of quality, price, and delivery timelines.
- Manage the full supply chain process – planning, requisition, quotation, order placing, and delivery follow-up ensuring that all is done in line with AHN policies and procedures
- Negotiate with suppliers for favourable credit terms and payment conditions in alignment with the organization's cash flow cycle
- Prepare a periodic procurement plan and share as appropriate for review and approval
- Assist with information searching regarding the best prices and quality for small purchases and services
- Work closely with Country Leadership and Regional Supply Chain Manager to ensure stock levels meet operational needs

Inventory and Warehouse Management:

- Prepare warehouse restock plan for a given period of time. Oversee reception to ensure accuracy against purchase orders and invoices.

- Regular inventory levels check at centers to develop a timely center restock schedule to prevent stockouts of critical medical equipment and consumables
- Regular warehouse audit and ensuring warehouse and inventory management systems reflect accurate stock records and report any discrepancies for appropriate measures to be taken
- Compile periodic reports on inventory status – Inventory counts, stock records, spoilage, and damages if any
- Keep all Supply Chain tracker and inventory management software updated to reflect current inventory levels
- Identify and segregate damaged, deteriorated, and expired drugs and other supplies to enable accurate inventory tracking and seek the approved disposal process from the FDA.

Logistics and Distribution:

- Examine items to be moved to ascertain approximate weights and the type of transportation required
- Coordinate with the transport service provider to ensure the right trucks are available for the loading day
- Examine warehouse capacities to verify conformance to quantities to hold on hand for a given period of time
- Ensure compliance with FDA guidelines and regulations by applying for import license for imports
- Collaborate with Suppliers on product registration in line with FDA guidelines
- Other assigned.

Requirements/Desired Competencies:

- Bachelor's degree required
- At least 2 years of supply chain and/or procurement experience
- Experience with ERP systems, e.g., Sage, preferred
- Experience working in the healthcare sector is an added advantage
- Demonstrated strong analytical and problem-solving skills
- Experience building and maintaining customer and supplier relationships
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Exceptional written and oral communication skills
- Knowledge of stock and inventory recordkeeping to include safe, effective, and efficient storage of stock and supplies
- Passion for AHN's Mission

Interested candidates can submit their CV/Resume, Cover letter, and any relevant certificates to hr.rwanda@ahn.africa by November 26, 2025, at 5:00 PM.