



CHAMPS Logistics and Operations Manager	
PROGRAMME OVERVIEW	<p>The Child Health and Mortality Prevention Surveillance (CHAMPS) network aims to determine and track the causes of under-five mortality and stillbirths through epidemiologic surveillance, including reporting within 24 hours, clinical sampling, and use of advanced laboratory testing and diagnostics across a network of international sites. The area selected for CHAMPS in Sierra Leone is Bombali Seborra and Bombali Siari chiefdoms in Bombali district (population 606,544). The site area has a population of 161,383 and is mostly urban, including the city of Makeni (population 125,970).</p> <p>CHAMPS employs the Minimal Invasive Tissue Sampling (MITS) procedure for post-mortem diagnosis. MITS was developed to reduce the uncertainty regarding causes of death. The data collected from the CHAMPS Sierra Leone site will be added to that collected from other sites and will help reduce child deaths in lower- and middle-income countries (LMIC) by providing detailed evidence on the cause of death to influence policy of funders and stakeholders.</p> <p>For the last four years, the CHAMPS project has collected MITS and Verbal Autopsy data and analysed these to inform policies and interventions by key stakeholders. To fulfil one of the key objectives of the CHAMPS network, the CHAMPS Sierra Leone site is now embarking on additional surveillance activities in order to ensure that data from the catchment area can be extrapolated to produce national estimates for the purpose of policy making. To accommodate the expansion of these new projects and workstreams, CHAMPS is building up a strong Operations, Procurement and Logistics team. This team provides support to program and other functional areas within the CHAMPS project, including procurement of goods and services, operational logistics, office management, fleet management and administrative office functions to ensure smooth operations of project activities across implementing partners.</p>
MAIN JOB PURPOSE	<p>This job role is responsible for the CHAMPS <i>Operations, Procurement and Logistics</i> unit (in anticipation) including fleet management, procurement of goods and services, office administration, facilitation of travel arrangement for staff/visitors and the day-to-day operations of the CHAMPS offices and sub-projects.</p> <p>In addition, the post holder will be supporting the wider CHAMPS team (including implementing partners and collaborators) on other assignments as directed by the line manager or the Site Director.</p>
MAIN JOB RESPONSIBILITIES	<p>General: Be aware of and adhere to company quality standards and procedures in accordance with Crown Agents’ commitment to working to the highest quality standards and striving for continual improvement.</p> <p>Technical delivery:</p> <ul style="list-style-type: none"> • Provide oversight and line management to the <i>CHAMPS Logistics and Admin team</i> in carrying out all their duties (this includes, but is not limited to managing office supplies, petty cash, ensuring a safe and healthy working environment, and ensuring all facilities and services are in good working order) • Accountable for all repairs and management of suppliers for all office functions • Responsible for all local procurement according to project needs • Support all laboratory and international procurement for the CHAMPS site as needed • Accountable for maintaining all CHAMPS assets, including updating the asset registers, ensuring inventory checks/stock counts, etc. • Oversee vehicle fleet management and driver assignments to activities.



	<ul style="list-style-type: none"> • Support the planning and execution of all project activities, including trainings, retreats, stakeholder meetings, internal staff meetings, etc. <p>Operations and Logistics (50%)</p> <ul style="list-style-type: none"> • Manages the day-to-day operational aspects of programme activities. • Manages and reports against the operational budget, ensuring efficiency and value for money. • Advise programme and country leadership teams to manage operational risks. • Pro-actively seeks to strengthen operational systems, approaches and processes. • Conducts local security monitoring and informs CHAMPS leadership of incidents and risks. • Coordinates with Ministry of Health and Sanitation (MoHS) employee as required by the line manager. • Supports the Crown Agents Country Office with audits and other duties as assigned. <p>Procurement (20%)</p> <ul style="list-style-type: none"> • Responsible for all local procurements’ • of supplies or services for the programme. • Support all laboratory and international procurement • Coordinates with all implementing partners to ensure procurement needs are met in a timely manner and to specifications. • Pro-actively seeks to strengthen procurement processes and to build capacity. • Responds to procurement needs of the client. <p>Financial and Office Management (30%)</p> <ul style="list-style-type: none"> • Maintains office efficiency by planning and implementing office systems and processes. • Regularly updating the spend plan and managing the mobile money system. • Manages project assets, including those held by the implementing partners and lead on annual asset verification exercises. • Designs and implements office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments. • Efficiently manages the running of the CHAMPS accounts, including maintaining the petty cash accounts and coordinating financial projections and accounting with the Crown Agents Country Office. • Accomplishes other duties as assigned by the line manager. <p>Safeguarding:</p> <ul style="list-style-type: none"> • Be aware of and compliant with all the standards following Safeguarding procedures and policies. • Promote Crown Agents’ speak up culture in order to protect the welfare of children, young people and vulnerable adults <p>Any other duties as appropriate to the position, as requested</p>
FINANCIAL AUTHORITY	As stipulated in the CHAMPS Operations and Procurement Manuals
JOB LOCATION & DURATION OF CONTRACT	Based in Makeni with support and oversight to BO and other project location. A duration of one (1) year with possible extension based on performance and availability of funds



REPORTING & WORKING RELATIONSHIPS	Reports to: CHAMPS Deputy Site Lead/Director, Direct reporting: Admin & Logistics Assistant Other working relationship includes but not limited to: Program Manager-Health, Finance and Grants Manager, Finance and Operations Manager (Freetown Office) and Project Coordinator.
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JOB SPECIFICS:

Requirements	<p>Essential:</p> <ul style="list-style-type: none"> • Masters degree in Management, Logistics, Procurement, Supply Chain Management, or related field. • Minimum of five years demonstrated and progressive experience in logistics, procurement, operations management (including fleet management - vehicles and generators). • Fluency in English. <i>Krio</i> language skills a plus. • Proficiency with office software, such as Microsoft Office package (Excel, Project, Word, PowerPoint). • Good understanding of procurement and supply procedures and processes. • Experience working with NGOs or international development organisations is an asset. • Experience in accounting and financial management is an added advantage. • International experience an asset <p>Desirable:</p> <ul style="list-style-type: none"> • Honesty and integrity. • Ability to forward-plan, think conceptually, problem-solve and work effectively in a team. • Ability to manage workloads with conflicting demands in a calm professional demeanour. • Ability to manage complex relationships with CHAMPS implementing partners. • Demonstrated experience in driving, as well as possession of a valid Sierra Leonean driver license • Experience in laboratory operations or related medical project • Ability to prioritise and produce high level output consistently
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Qualifications	Minimum of Masters degree in a relevant field of study
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Skills
 The following specific skills are required for this job, an F, I or E (defined below) is entered against the skill to indicate level required.

Foundation (F) - *basic operational ability and skills, fundamental knowledge; apply knowledge and skills to straightforward tasks and duties.*
 Independent (I) - *takes responsibility for own results; increased expertise and experience; ability to apply fundamental skills to more complex tasks.*
 Expert (E) - *acknowledged expert in specialised field; highly skilled professional operator in required job tasks; coaches and advises other*

Skill	Descriptor	F	I	E
Planning & implementing				X



Knowledge & Information Sharing			X	
Technical Capability				X
Communication			X	
Analytical & Innovative Thinking				X
Decision Making				X
Personal Intelligence				X