



Pamela Steele Associates Ltd.  
Prama House, 267 Banbury Road, Oxford, OX2 7HT, United Kingdom  
Tel : +44 (0) 1865 339 370 Fax : +44 (0) 1865 339 301  
Email : [info@pamsteele.co.uk](mailto:info@pamsteele.co.uk) Website : [www.pamsteele.co.uk](http://www.pamsteele.co.uk)

## Job Description

<b>Job title:</b>	National Supply Chain Consultant - Nigeria
<b>Location:</b>	Abuja, Nigeria (with regular national and international travels to project locations or PSA offices)
<b>Reporting to:</b>	CEO, Pamela Steele Associates Limited
<b>Salary:</b>	Attractive package based on experience
<b>Terms:</b>	1 year contract with possible extension based on performance and/or funding

## About Us

Pamela Steele Associates (PSA) is a strategic consulting, research and training company dedicated to improving supply chain management within the health and humanitarian sectors in developing countries. PSA has deep roots in Africa and it provides sustainable solutions to build in-country capacity at individual and organisational levels to reduce dependency on external support.

PSA is a female-owned, niche business founded by Pamela Steele in 2013. It has offices in Oxford, the United Kingdom, and in Nairobi, Kenya. Working with Donor organizations, international NGOs, the United Nations and governments, we research, train and provide technical assistance to organisations, deploying interim managers and technical expertise to strengthen supply chains, in collaboration with client organisational teams. PSA is accredited by the British Accreditation Council for Independent Further and Higher Education as a Short Course Provider and is also ISO 9001:2008 certified.

At PSA, we are committed to excellence in all we do – for our clients, for our colleagues, for our communities and, ultimately, for the aid-recipients who are at the heart of what we do. This collaborative culture transcends organisational and geographic boundaries.

---

PSA is accredited by the British Accreditation Council for Independent Further and Higher Education as a Short Course Provider.

Pamela Steele Associates Limited is a company registered in England and Wales with company number 8531307

## Background

Supply chain management systems for medicines and other health commodities face numerous ongoing challenges across developing countries of the West African region. Characteristic challenges include inadequate forecasting, insufficient funds, delays in funding disbursements and long lead times. In addition to these complexities, typically, donor funded programs have specific supply chains systems which are operated in parallel to the national government health supply chain. Thus, duplication of effort across the health supply chains is commonplace and the resultant inefficiencies impact an already resource constrained region. These countries have designed and implemented individual national responses to these challenges albeit varying levels of successes, because the underlying roots of the above-mentioned challenges and complexities- which are weak human capacities across the entire health supply chains levels have not been prioritized targets for development interventions.

PSA is seeking a National Supply Chain Consultant to coordinate delivery of PSA's technical assistance in Health and Humanitarian Supply Chains systems in Nigeria with specific oversight of BMGF/PSA Health Supply Chain Transformation projects in the country.

## Job Description - Supply Chain Consultant - Nigeria

The National Supply Chain Consultant will be responsible for leading and coordinating the health and humanitarian supply chains capacity development in Nigeria and ensure that they are delivered in line with clients' expectations.

## Duties and Responsibilities

The National Supply Chain Consultant will work under the guidance and direct supervision of the Project Director. The incumbent will lead the implementation (through the project officers) of health supply chain strategy in Kaduna State and other new projects in Nigeria, with the support of the MoH, specifically the State Central Medical Stores.

The specific responsibilities of the National Supply Chain Consultant will include, but are not limited to the following:

- 1. Technical expertise to current/new humanitarian and public health projects:**
  - Serve as the technical expert on supply chain for PSA in Nigeria.
  - Work closely with new and existing project teams to provide expertise on supply chain and logistics in design, implementation, and development of different tools and frameworks.
  - Provide innovative thinking and strategic planning to develop new approaches to solve complex supply chain problems.
  - Showcase best practices and learnings arising out of the project implementation.
  
- 2. Expansion of PSA's supply chain portfolio in Nigeria:**
  - Support the Project Director in identifying suitable funding opportunities in supply chain across different thematic areas, using personal contacts and networks, collaborating with PSA colleagues.

- 3. Contribute to the development of a supply chain strategy** for projects funded by the Bill and Melinda Gates Foundation (BMGF) which PSA supports:
  - o Complete diagnostics (gather feedback and consensus)
  - o Determine existing gaps
  - o Co-facilitate brainstorm workshop
  - o Outline partner landscape
  - o Determine appropriate timeline
  - o Develop roadmap to execute the strategy
  - o Gain buy-in.
  
- 4. Lead the implementation of the Supply Chain Strategy** in collaboration with the relevant stakeholders/departments
  - o Determine appropriate partner characteristics
  - o Ensure that the implementing partner is performing the tasks according to the planned activities and meeting the expectations of the projects
  - o Ensure the Logistics Management and Coordination Unit (LMCU) is at the centre of activity and discussions.
  
- 5. Lead the supply chain costing work** in collaboration with the relevant stakeholders/departments
  - o Determine appropriate costing model for projects
  - o Lead the costing work together with DMA and LMCU in each State
  - o Build the capacity and capability of state staff to be able operate and perform the day to day tasks without external support and dependency
  
- 6. Collaborate with other stakeholders and projects (NSCIP) to specify logistics control and information system requirements** for operations, governance and management at state level:
  - o Develop and execute engagement model
  - o Develop and execute communication strategy
  
- 7. Put in place a sustainability plan** for full post-programme sustainability:
  - o Develop the DMAs and LMCUs to manage moving forward (“two-in-a-box”)
  - o Build the capacity and capability of state staff to be able operate and perform the day to day tasks without external support and dependency
  
- 8. Fully transition work to the Government** once the donor has determined that the government is ready to take on supply chain work by itself
  - o Partner with other stakeholders on the onset of each project
  - o Develop transition plan of projects with the Government
  - o Fully document all work, and provide all documentation to the Government

## Qualifications

### General competencies

- The incumbent should hold at least a Bachelor's Degree in a related field, such as supply chain, health sciences, public health management etc.
- Mastery of the supply chain and logistics field with over 10 years of experience that enables decision making, as well as the provision of recommendations, that significantly influence important public policies or programmes, and generate new approaches and theories of change as appropriate;
- Strategic and systemic thinking capacity for independently planning, designing, implementing, monitoring and evaluating programmes, projects, activities, or other work, and for making decisions based on the best information available;
- Ability to operate successfully with minimal or no supervision, setting one's own milestones and goals within the scope of work;

### Experienced in:

- Successfully manage duties, involving many different and unrelated processes and methods, and a broad range of activities requiring substantial depth of analysis;
- Make decisions in an evolving environment (e.g. where uncertain standards in approach, methodology, or interpretation and evaluation processes result from such elements as continuous changes in the programme, technological developments, unknown phenomena, or conflicting requirements);
- Originate new procedures and techniques;
- Establish criteria for monitoring and evaluation processes; and
- Acquire or develop new information to serve as input for decision making, monitoring evaluation etc.
- Ability to resolve or facilitate the resolution of critical problems, applying leadership and negotiation skills;
- Capability to develop strong personal contacts with the MoH department and programme heads, other development agency health leaders, international experts and organisation high –level staff who can be called on for input or advice; and
- Capability to develop sufficient personal contacts to allow the advisor to negotiate and settle matters involving significant or controversial issues, among persons/organisations with diverse viewpoints, goals, or objectives, requiring the advisor to achieve a common understanding of the problem and satisfactory solution by expansion, compromise, and/or developing suitable alternatives.

### Work Values:

The National Supply Chain Consultant will:

- lead by example, to develop a working environment defined by integrity and hard work;
- encourage and incorporate inputs from others;
- promote joint project achievement through individual and team efforts; and
- demonstrate integrity and ethical behaviour at all times.

## How to Apply:

Interested candidates: should send their resume (cv) and cover letter as a single document on or before 17:00 GMT 15 February 2017 to the e-mail address: [info@pamsteele.co.uk](mailto:info@pamsteele.co.uk)

The subject of the email must be Clearly Stated as: **“PSA National Supply Chain Consultant - Nigeria”**

Only short-listed candidates will be contacted.