

**Position: Supply Chain Assistant, Fleet Assistant, and Logistics Assistant**

**Reporting to: Operations Manager**

**Location: Kampala, Uganda**

**StrongMinds** ([www.strongminds.org](http://www.strongminds.org)) is a dynamic and fast growing 501(c)(3) social enterprise based in Maplewood, N.J, that focuses on one of the most underserved populations and one of the most pervasive mental illnesses in the world. We treat depression among women of all ages in Africa, where access to mental health treatment is extremely limited, and will be launching our services in Newark, New Jersey beginning in 2022.

Since its start in 2014, StrongMinds has treated over 170,000 women with depression in Uganda and Zambia. *We are the only organization scaling a solution to depression with a potential to serve millions of people in the next ten years.*

StrongMinds has earned an impressive reputation in the global mental health space. In addition to media coverage in the New York Times, Forbes, BBC World Service, and the Stanford Social Innovation Review, we are described by UK organization Founders Pledge as the most cost-effective mental health organization working in the developing world.

### **About StrongMinds Uganda**

StrongMinds Uganda (SMU), is a non-profit, non-governmental organisation (Registration No.S.5914/11746) situated at Plot 30, Luthuli Rise Bugolobi, PO Box 35874, Kampala, Uganda. SMU's mandate is to improve the mental health of women in Uganda by implementing a simple, evidence-based, and cost-efficient model of group talk therapy, based on group interpersonal psychotherapy (IPT-G). SMU has field presence in Lamwo, Kotido, Mbale, Wakiso, Mayuge, Mbarara, Mukono, Kampala, and Iganga. SMU services can also be accessed virtually via \*252# and select option 10 for free counseling over the phone.

### **Job Description:**

The operations assistants will support the operations department and manage the supply chain function in SMU with the aim of providing effective and timely logistics support to all SMU programming in relation to procurement, fleet, and stores. Providing effective and timely support to SMU in relation to supply chain. Ensuring that all SMU supply chain tasks are carried out while adhering to SMU values, policies, and procedures.

**Key Areas of Accountability:****1. Procurement**

- Receives purchase requests (PRS) from users in SMU and in consultation with the Operations Manager, sends the request for offer to potential suppliers.
- Receives offers/quotations from suppliers and prepares bid analysis for purchases and has all approvals completed according to the Procurement Policy.
- Ensures that each article purchased is as per SMU procurement manual and an official purchase order is placed according to the best price in proportion to quality.
- Ensures that purchases are done in a timely manner in reference to operations time frame.
- Ensures that all purchased goods are delivered according to specification to the end customer and/or beneficiaries. If goods are going directly to users/customers, the officer will organize their safekeeping in the organization's warehouse/store.
- Checks all invoices for logistics services against orders made by the logistics office.
- Monitors and summarises all receipts and provides an activity to the Operations Manager and all teams on a weekly basis.
- Ensures that staff adheres to all SMU procurement procedures.
- Prepares all needed documents for the Finance department, in order to obtain the cash or cheque needed to purchase the goods or supplies.
- Ensures that expenses in excess of the budget should always be discussed with the Operations Manager in coordination with the Operations Manager and the budget holders prior to purchase.
- Follows up on the change of prices of the market and advises the Operations Manager.
- Ensures that the price list is updated in a timely manner and forwarded to all Budget Holders.
- Keep all filing up to date; order requests, quotations, two- three quote files, purchase orders, and supplier documentation. Ensures that the open order sheet is always updated and circulated every Friday of the week.
- Ensures that at the end of the month all completed files are uploaded into the drop box.

**2. Stocks & Warehouse Management**

- Implementation of all stores management procedures and associated documents in line with SMU policies.
- Educate & coach relevant staff on in-store management systems and standards.
- Responsible to manage the program stock, including the stationary store, and ensuring that the warehouse is always clean & tidy.
- Fill, in for all movement of goods in and out of the stores, and all documentation accordingly.
  - Goods in docketts

- Stock cards
- Delivery documents and packing lists
- Do a physical monthly (100%) physical inventory.
- Monitor that all stores are kept clean and ensure these are always locked and no materials are missing.
- Monitor the minimum stock levels if applicable and act accordingly.
- Make the monthly stock report and send it to Operations Manager with the agreement of the Finance and assistant responsible for the daily management of stores.
- Update all stock cards with all available data.
- Ensure Internal Requisition Forms (IRFs) are completed for all items requested from stores.
- Share stock movement sheets (SMS) shared weekly with program staff, management, and others as required.
- Reconcile stocks issued for distributions with the distribution lists and leftover ft over donation stock returned to the warehouse and accounted for on the stock cards.
- . Keep high value / attractive and moveable items (e.g., spare parts, pool assets) secure.
- Complete Goods Received Notes (GRN) issue and file on receipt of all stock into the warehouse and delivery dockets issued for the movement of stock between locations.
- File all store paperwork in accordance with the logistics manual in a secure location.
- Complete and update stock cards for all stock items on receipt and dispatch of stock.

### **3. Fleet Operations and Management**

- Support to ensure compliance with security procedures and policies as determined by country.
- Proactively ensure that team members operate in a secure environment and are aware of policies.
- Support to establish and maintain a pipeline of supplies, overseeing the logistical aspects of the operation; overseeing goods/commodity storage and movements as needed.
- Supervise the fleet management team and ensure systems track maintenance, fuel usage, and vehicle scheduling.
- Coordinate with Kampala and field offices on travel and logistics support as required.
- Support cost-effective effective fleet management, including tracking of maintenance, fuel usage, and vehicle scheduling.
- Share monthly fleet management reports with the Operations Manager.
- Maintain inventory records of materials and materials flow; oversee tracking of all assets.

#### **Education:**

Bachelor's Degree in Business Administration or related field

**Experience:**

- Minimum 2 years of operational experience.
- Experience in financial management and budget monitoring and financial.
- Familiarity with Procurement, logistics and fleet management systems will be an added advantage.
- Good analytical skills and ability to present and report findings verbally and in writing.

**Knowledge, Skills, and Behaviors:**

- Strong evidence/experience in performance-based procurement and logistics operations.
- Experience in the management of systems budgets.
- Experience in supporting procurement, fleet, and compliance systems.
- Bachelor’s degree in supply chain management, logistics, or business administration.
- Proven experience managing supply chain operations and fleet Operations.
- In-depth knowledge of preparing and reviewing contracts, invoicing, and negotiation terms.
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and Access).
- People leadership skills.
- Multi-tasking and time-management skills, with the ability to prioritize tasks.

**The operations assistants will also be expected to model StrongMinds’ core values:**

Core values	Behaviors Indicators
<p>We are people focused.</p> <p>Our clients are the top priority, and we ensure they receive the best possible care and support. Our employees matter and we enable our team to thrive. We respect all our stakeholders and treat them as equals.</p>	<ul style="list-style-type: none"> <li>▪ Puts clients’ first (internal and external)</li> <li>▪ Respect for all stakeholders</li> <li>▪ Show care and provide support to all our clients – both internal and external</li> <li>▪ Treat all stakeholders equally.</li> <li>▪ Foster a spirit of teamwork</li> </ul>
<p>We think big and act fast.</p> <p>We are passionate about achieving our bold mission. We move with urgency and focus on achieving scale. We continually find new ways to work and to solve problems.</p>	<ul style="list-style-type: none"> <li>▪ Works with urgency</li> <li>▪ Focus on achieving the Mission.</li> <li>▪ New and innovative ways of work to solve problems</li> </ul>

<p>We are data driven.</p> <p>Data is at our core. It guides us and drives our decision-making.</p>	<ul style="list-style-type: none"> <li>▪ Decision-making driven by data.</li> <li>▪ Putting data at the core of StrongMinds operations</li> </ul>
<p>We do what we say and say what we do.</p> <p>We are open and direct in our communications. We are honest in our interactions. No funny business.</p>	<ul style="list-style-type: none"> <li>▪ Open and direct communication</li> <li>▪ Honesty in all interactions</li> <li>▪ High level of integrity</li> </ul>
<p>We believe in collaboration, not competition.</p> <p>We do not compete with other mental health implementers. We welcome their contributions to achieving our mission and partner with them whenever possible.</p>	<ul style="list-style-type: none"> <li>▪ Partnership with other mental health implementers</li> <li>▪ Collaboration within teams</li> </ul>

As part of a rapidly growing NGO, this role has potential for advancement. Smart, aggressive, and ambitious candidates are encouraged to apply.

**Salary:** Competitive salary commensurate with experience.

**Start Date:** Soonest

**Job Type:** Full-time

**Schedule:** Monday to Friday

**COVID-19 considerations:**

StrongMinds strictly adheres to all CDC guidelines for Covid-19 protection.

**To apply:**

Send résumé and short cover note to [careersug@strongminds.org](mailto:careersug@strongminds.org) mentioning “**Operations Assistants**” by November 15, 2022.