



AKOLA

JOB DESCRIPTION

Position: Procurement and Inventory Assistant

Classification: Uganda Contract Staff

Contract Period: 12 months starting January 2017

Location: Jinja, Uganda

Basis of Employment: Full-time; 40-50 hours per week depending on demands of the work

Compensation: \$400 monthly salary

Benefits: International health insurance policy (excludes US), housing, project transportation, monthly phone allowance, work visa, round-trip flight to Uganda and generous vacation policy

Reports to: Material and Procurement Manager

Key Roles: Administrative support to Material and Procurement Manager and Supply Chain team; Assistance with coordinating supply chain and internal material production operations; Coordinating procurement activities; Central document administrator for all relevant data and documents

MISSION:

To empower marginalized women to transform the physical and spiritual livelihoods of their families and communities.

VISION:

A non-profit, social business that empowers women by facilitating vocational training, employment opportunities, savings and loans associations, education programs, support groups and leadership development.

VALUES:

- *Restoration of Human Dignity:* We restore dignity and hope to women oppressed by cultural and socioeconomic inequalities.
- *Collaborative Partnerships:* We give our time, skills and resources toward uplifting and encouraging one another in the spirit of love, quality and collaboration.
- *Transformational Relationships:* We seek to reflect the Kingdom of God by building meaningful, cross-cultural relationships so we may each realize our potential as agents of transformation.
- *High-Quality Products:* We offer the marketplace unique and fashionable products handmade by women who receive fair wages for their craftsmanship. 100% of net proceed support Akola Project community development initiatives.

POSITION DESCRIPTION:

The Procurement and Inventory Assistant will be responsible for assisting the Material and Procurement Manager with ensuring success and growth in all operational, administrative, and logistical functions of the material procurement, production and inventory management aspects of the SC team. This position will also assist with implementing strategies relating to: internal material production, external supplier relationship management, online supply chain management software roles, and database maintenance. This position will require a strong connection with the mission of Akola Project and a willingness to give a complete effort for the organization to meet its development goals.

QUALIFICATIONS:

Required:

- BS/BA degree
- Experience working in an office environment
- Legally authorized to work in the U.S.
- Flexible, adaptable, and energetic
- Proven ability to meet deadlines, manage priorities, and work creatively
- Enjoys working in fast-paced start-up atmosphere
- Strong attention to detail
- Demonstrated interest and commitment to Akola's mission, vision, and values
- Ability to perform a variety of tasks and work processes that are fully documented, researched, recorded and reported

Desirable:

- Experience working in a cross-cultural development context (ideally within an African nation)
- Experience with external relations or client/vendor-facing roles
- Background in inventory systems or database management
- Background in jewelry or textile projects/design
- Focuses on results and responds positively to feedback
- Consistently approaches work with enthusiasm and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

RESPONSIBILITIES:

Leadership

- Lead Akola Project beneficiaries in a way that facilitates a high performance egalitarian culture of learning and development, trust and integrity
- Seek understanding with and unified leadership alongside the leadership team
- Provide a good example of good stewardship with time, resources and privilege for the staff, employees, and women's groups
- Serve as an active advocate for Akola Project, promoting the vision, mission and goals of the organization amongst the community at all times to ensure the organization maintains a positive public standing

Administrative Support

- Assist Material and Procurement Manager and Supply Chain Team staff with daily administrative functions as needed
- Oversee filing system for Material and Inventory office, keeping records of all receipts, contracts, agreements, supplier information, memos, staff time sheets, and any other documents pertaining to the work of Akola Project
- Ensure protection, organization, and security of all files, records and assets
- Compile weekly and monthly financial reports and other reports as needed
- Provision of inputs to the Material and Procurement Manager business processes and implementation of internal standard operating procedures (SOPs)
- Provision of inputs to preparation of Supply Chain Team's results-oriented work plans
- Provide input to creation and implementation of new systems
- Assisting Empowerment and Operations team as required

Procurement and Inventory Support

- Draft and execute purchase orders in coordination with the Material and Procurement Manager
- Updating and executing daily and weekly tasks in Unleashed (Supply Chain Management Software)
- Assist in management of inventory counts and tracking
- Receipt orders upon arrival; assist with outgoing shipments as necessary
- Maintain vendor/supplier files and database
- Maintain logistics tracking database for all domestic and international shipments (ingoing and outgoing)
- Organization of shipments, customs clearance arrangements, preparation of documents for shipments (received/sent)
- Any other procurement or inventory management task as needed

Internal Material Production Support

- Assist with managing Akola Project Uganda's internalized materials: textiles, bone, cowhorn, and paper
- Assist with coordination of production plans and implementation across 400+ member workforce
- Assist with daily and weekly updates of production tracking, ensuring creative proactivity to meet or exceed deadlines
- Work to improve current production systems and build efficiency in all internalized material programs
- Other duties as assigned

Applicants should submit the following by email with subject line **"Application: Procurement and Inventory Assistant"** to recruitment@akolaproject.org. Applicants are encouraged to apply as soon as possible. Please submit all documents as one PDF. As this is a detail-oriented position, candidates failing to follow instructions will not be considered. Only shortlisted candidates will be contacted for an interview.

- Resume/CV highlighting your education and work experience
- 1 page cover letter that outlines (1) Why you are interested in the position, Akola Project, the mission/vision and Uganda specifically; (2) Relevant work experience for the position and why you believe you are the best candidate for the job. Be sure to cite specific personal characteristics and specific work experiences that you feel make you qualified to fulfill the required responsibilities; (3) Where you saw the position advertised/who referred you.
- Names and contact information for at least one personal and one professional reference