

Procurement and Logistics Officer – US Government Integrated Health Partnership (USG IHP) Project



Phone :

Web :

Job Summary

Vacancy :

Deadline : Oct 20, 2025

Published : Oct 14, 2025

Employment Status : Full Time

Experience : 3 - <5 Years

Salary :

Gender : Any

Career Level : Any

Qualification : Degree in Procurement Management

Job Description

Location: Accra Ghana

Reports to: Procurement & Logistics Manager

Hours per week: 40 hours per week

Duration: Six Months

Background

The purpose of the US Government funded Integrated Health Partnership (IHP) activity to strategically contribute to the Government of Ghana's strategies to reduce preventable maternal, newborn and child deaths, including stillbirths, and improve their overall health and well-being by 2030. Activities are expected to advance Ghana toward increased localization, strengthening the capacity of Ghana institutions and local organizations to introduce, deliver, scale-up, and sustain the use of evidence-based, quality MNCH, voluntary family planning, malaria, and global health security services. The project will increase access, utilization and quality of maternal and child health, family planning, malaria, and nutrition services to reduce preventable maternal, newborn and child deaths in northern Ghana.

The project strategies are organized across four intermediate results: Improve access and reduce barriers to integrated health services; Increase utilization of integrated health services; Enhance the quality of integrated health services; and strengthen the sustainability of health networks.

Position Summary

The Project Procurement and Logistics Officer will provide logistical and procurement support to the USG IHP project.

Specific Tasks Include

- Provides support to procurement processes by initiating purchase requisition (PR), request for quotations (RFQs) to vendors, collecting original invoices for completed procurements and delivery original documentation for funder-assisted waivers, claims and exceptions.
- Uploads procurement documents onto shared drive and shares with finance to process payments.
- Ensure all procurement documents are properly filed and all respective tracking tools correctly completed.
- Ensure all Team members submit monthly procurement plans to enhance proper planning of goods and services to be procured.
- Work with the Procurement & Logistic manager in preparing and submitting monthly, quarterly and biannual procurement reports.
- Conducts market research to identify potential suppliers to ensure competitive pricing and negotiation.
- Works with procurement committee to evaluate and select a preferred vendor.
- Coordinates the distribution of goods to various project offices and manage transportation of logistics.
- Supports IHP staff to follow Project HOPE procurement policy and adhere to guidelines.
- Work closely with the Procurement & Logistics manager and HQ to get the first draft Ghana procurement policy.
- Identify and mitigate risks in the supply chain, including potential disruptions and delays.
- Maintain and help build supplier relationships.
- Review contracts, pricing, purchase orders, and service levels Agreement.

Qualifications And Work Experience

- Degree in Procurement Management, a professional certificate is an advantage
- 3-5 years' experience providing administrative and logistical support, preferably with an INGO.
- Fluent in written and spoken English
- Proficiency in Microsoft Office suite, including Word and Excel

Physical Demands And Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

- While performing the duties of this job, the Consultant must be mobile in an office environment and able to use standard office equipment.
- Must be able to communicate in verbal and written form.

Work Environment

- Typical office environment with exposure to a minimal noise level.

This role will be based in Ghana. Qualified Ghana nationals are strongly encouraged to apply.

Application link: <https://shorturl.at/Dlw5Z>

Deadline not specified

Education & Experience

Must Have

Educational Requirements

Degree in Procurement Management

Compensation & Other Benefits
