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OFFICE OF THE COORDINATOR

**JOB ANNOUNCEMENT FOR THE POSITION OF SENIOR POOLED PROCUREMENT OFFICER (SPPO).**

**1. INTRODUCTION**

The Rwanda's Ministry of Health has received funds from the African Development Bank (AfDB) to implement the Regional Pharmaceutical Sector Support Project. Part of the financing is intended to cover eligible payments for the recruitment of a Senior Pooled Procurement Officer (SPPO) to support the operationalization of the EAC Pooled Procurement Mechanism (EAC PPM).

The vision of EAC PPM is to ensure quality and timely availability of health commodities to the public through a cost-efficient, sustainable, and effective supply chain. Ultimately, the EAC PPM will safeguard the availability of medical products and technologies throughout the EAC by nurturing an economical and financially sustainable supply chain, which can meet current and future need and manage increasing complexity.

The Mission of EAC PPM is to provide equitable and sustained access to safe, efficacious, quality-assured affordable medicines.

**Main Purpose of the Job:**

To support the development and operationalisation of the EAC Pooled Procurement Mechanism (EAC PPM).

**Job Profile:**

**Grade:** P2 on EAC Secretariat scale

**Organ:** EAC RCE-VIHSCM /EAC Secretariat

**Department:** EAC RCE-VIHSCM

**Duty Station:** EAC RCE-VIHSCM (Kigali-Rwanda) with frequent travel throughout the EAC

**Reports to:** Director of EAC RCE-VIHSCM

**Duration:** One (1) Year renewable given budget availability

**Funding:** AfDB

**Nationality:** Open to all EAC citizens

## **2. Roles and Responsibilities:**

1. Initiate and support the development of the various operational instruments of the EAC PPM including policies, TORs for various committees as set out in the Operationalization Model, guidelines and manuals for Information Sharing, Informed Buying and Group Contracting, Annual Work Plans 2025/2026.
2. Initiate and support the development of the financing vehicle for the EAC PPM
3. Initiate and ensure implementation of the activities as set out under the 5 Strategic Objectives (SO):
  - a. SO1: set up of governance structures including the setting up of EAC PPS. Advocacy and awareness campaigns
  - b. SO2: Work closely with the Senior Digital Health Officer (SDHO) to ensure that the EAC PPM Digital Platform is operationalised and properly populated. Work with EAC Partner States to ensure they are adequately supported and sensitised to populated and interrogate the EAC PPM Digital Platform.
  - c. SO3: Work with the EAC Principal Health Officer (PHO)/Director RCE and Research Innovation and Technical Assistance Coordinator (RITAC) to ensure resource mobilisation. Develop funding mechanisms for the EAC PPM
  - d. SO4: Explore/Develop compatibility/harmonisation mechanisms/instruments between EAC Partner States Central Medical Store (CMS) and the EAC PPM. This also include mandatory e-procurement of relevant Partner States. Formulate policies on incoterms. Collaborate with EAC- Medicines Regulatory Harmonization (MRH) to focus on market authorization registrations for selected categories of products and achieve timely processing of applications and alignment of packaging labels.
  - e. SO5: Support local manufacturing. Formulate policies to sustain local preference policies at the inter-country level. Formulate policies for the management of incoterms and QMS demands for suppliers in line with the present practices in most EAC countries. Develop a model to procure APIs, packing material and raw materials on behalf of local manufacturers and thereby increase their access to these products and lower their costs.
4. Establish a data bank of suppliers including the list of EAC manufacturers who are cGMP from the EAC.
5. Continuously monitor the progress of implementation of the EAC PPM
6. Provide support and full cooperation during monitoring & evaluation activities and audits,





7. Facilitate the identification of falsified and substandard medicines (FSM)
8. Act as Secretary to the various committees in the Operationalization Model
9. Promote a positive corporate culture and image of the Community.
10. Advocacy, communication, sensitization and resource mobilization for EAC PPM
11. Represent UR/EAC RCE-VIHSCM and EAC Secretariat in different technical, national, regional, and global pooled procurement platforms.
12. Undertake any other related task that may be assigned by the Supervisors.

### **3. Required Skills and Qualifications**

- A master's degree in Procurement, Logistics Management, Purchasing and Supplies or equivalent.
- Eight (8) years of relevant experience with at least 3 years spent in a pooled procurement organisation at least at middle level.
- Experience with Donor-funded Projects such as World Bank, AfDB, EU, USAID is essential.

#### **Skills and Competencies:**

- ◆ Excellent analytical skills
- ◆ Excellent management and organizational skills,
- ◆ Proven procurement procedures skills
- ◆ Excellent materials management skills
- ◆ Ability to handle multiple tasks without compromising quality;
- ◆ Team building skills;
- ◆ Strong monitoring and evaluation skills;

### **4. Application Procedures**


Interested candidates are invited to apply by sending their application files by email to the address: **[spiurecruitment@gmail.com](mailto:spiurecruitment@gmail.com)** and copy to **[info.rcevihscm@ur.ac.rw](mailto:info.rcevihscm@ur.ac.rw)** and **[director.rcevihscm@ur.ac.rw](mailto:director.rcevihscm@ur.ac.rw)**; not later than 9<sup>th</sup> July 2025 at 11:59pm East African Time.



**Required Documents are:**

- A letter of motivation as an expression of interest;
- An updated and signed curriculum vitae detailing professional experience and similar assignments, with the list of three referees and their contact details;
- Copy(ies) of the academic qualification certificate(s);
- Copies of work or service certificates mentioned in the CV.
- Copy of Passport or ID

**Done at Kigali on 30<sup>th</sup> June 2025**



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