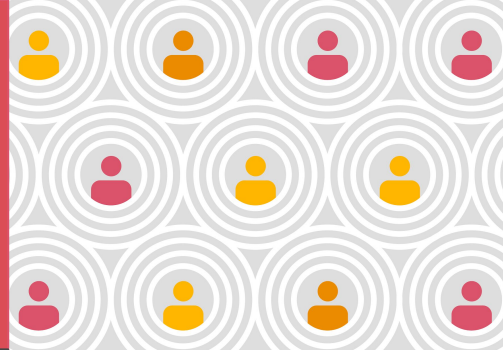


# Make a difference through purpose-led work.

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## PwC Careers

Join our community of solvers working to drive long-lasting positive outcomes. Let's create an impact together.

We invite you to apply for the following opportunity based in Port Moresby:

### **Coordinator - Logistics and Supply Chain/mSupply**

Joining our Advisory Services team, the Coordinator - Logistics and Supply Chain/mSupply will be project-based and seconded on a short-term contract (three months) to the COVID-19 Vaccine Taskforce (Taskforce) to support the COVID-19 vaccine delivery in Papua New Guinea.

The Coordinator - Logistics and Supply Chain/mSupply role includes supporting the National Control Centre for COVID-19 (NCC) to ensure timely and effective management of COVID-19 equipment and commodities data for effective forecasting, procurement and stock dispatchment, as well as coordinating and supporting the integration of the COVID-19 vaccination data into the mSupply system. The role includes reporting to the Logistics Cluster Lead, Incident Manager and Executive Advisor, Vaccine Deployment.

#### **The Coordinator - Logistics and Supply Chain/mSupply's key responsibilities include:**

Regular stock management updates and reporting

- Providing daily update on stock management and dispatchment data.
- Timely reporting of issues relating to delays to the daily operations.
- Liaising with procurement office to ensure essential suppliers are available for the cluster operations.
- Coordinating with supply chain and dispatch officer to ensure that all dispatches are logged on time.

Effective coordination and admin support operations

- Providing overall administrative support of the logistics and procurement team at NCC.
- Sharing weekly dispatch reports with Supervisors and Team leaders.
- Coordinating operations to ensure effective use of assets such as vehicles, warehouse equipment and office management.
- Undertake additional duties as required by the Supervisor, or by the responsible operation Team Leader.

#### **The ideal candidate for the position must at a minimum possess the following:**

- have a Grade 12 High school certificate
- have a Diploma or Certificate in Admin Operations related to Supply Chain and Logistics
- at least three years experience in administration/database and logistics related work
- knowledge and experience in the mSupply system is a bonus.
- a demonstrated knowledge of basic computer skills, including MS Word and MS Excel
- experience in processing invoices and inventories
- excellent communication and interpersonal skills
- experience in a Public health related setting

- excellent level of attention to detail, with the ability to maintain a high level of technical advice and guidance in achieving set targets and goals
- able to work under pressure when required to complete assigned tasks
- have a flexible proactive approach towards work including the ability to prioritise and reprioritise
- have the ability to work under minimal supervision.

PwC is Papua New Guinea's leading professional services firm. We offer in return a competitive salary package, commensurate with experience, and an environment that encourages you to do meaningful work and make an impact.

### **Send your application**

Suitably qualified and interested candidates are to submit your curriculum vitae and a cover letter addressing your skills and experience against the above criteria. Please attention your application to Jennifer Lee.

Only shortlisted applicants will be contacted for interviews.

All applications can be submitted through:

- email: [pg\\_taskforcefundmanager@pwc.com](mailto:pg_taskforcefundmanager@pwc.com)
- post or hand delivery to: PricewaterhouseCoopers, Level 6, PwC Haus, Harbour City, P.O Box 484, Port Moresby, NCD, Papua New Guinea.

**Applications close Monday, 9 January 2023.**