



Director of Procurement and Logistics

About Imagine

All children have immense potential, but hundreds of millions don't have access to the learning they need. Imagine Worldwide believes that every child should be empowered with the basic right to literacy and numeracy. We provide an innovative education technology solution to the global literacy/numeracy learning crisis. Our model is massively scalable, and evidence-based, and can deliver foundational learning to millions of the most marginalized children.

Imagine Worldwide partners with governments, organizations, and communities to provide child-directed, tablet-based learning that is accessible, effective, and affordable. We are a California-based (United States) nonprofit organization operating across seven Sub-Saharan African countries. Learn more on our [website](#).

Candidate Profile

The Director of Procurement and Logistics will play an instrumental role in carrying out Imagine's mission, to test and scale tablet-based learning solutions that enable children to become literate and numerate. The successful candidate will play a key role in creating and managing the selection movement, distribution, and storage of supplies and materials in a company. They will be tasked with sourcing suppliers, analyzing budgets, managing orders, planning routes, processing shipments, overseeing inventory management and ensuring adherence to health and safety requirements where relevant.

The Director will join a highly committed and collaborative team that is working together to empower every child, everywhere to achieve their full potential. The position offers an international, flexible, learning environment to enhance individual career development and growth.

Key Responsibilities

The Director of Procurement and Logistics will take overall responsibility for all supply chain management, inventory management and health and safety requirements for Imagine. Imagine procures in the following categories: tablets, lithium batteries, solar panels, inverters, lighting, internet connectivity, security, cages, security alarms, security lights and software tools.

The Director's responsibilities will include - but will not be limited to - the following:

Supply Chain and Logistics Responsibilities

- Developing and improving existing procurement strategies, principles, processes and policies that can be applied across the various jurisdictions that Imagine operates in for various product categories the organization requires for its projects
- Engage regularly with the Scale/Program team and local implementing partners for project planning and inventory requirements
- Design scenario analysis and scoping requirements to systematically and reliably determine quantities, power requirements
- Sourcing of vendors, managing key vendor relationships, facilitating selection of vendors for specific projects
- Assessing budgets, capital expenditure management, negotiating commercial terms with vendors, concluding contracts, overseeing payments
- Identifying import requirements and restrictions per country, researching shipping options, selecting logistics partners, organizing road transformation, organizing warehousing and storage
- Implement and manage inventory management systems and processes to ensure visibility of equipment from manufacturer to school sites and ongoing thereafter
- Support maintenance and repair activities in various countries to maximize the lifetime of the equipment
- Manage project risks with creative problem-solving and escalate as required
- Secure insurance for products in transit and manage relationships with insurance providers
- Liaise effectively with local implementing partners, Imagine country teams and logistics companies in order to streamline customs clearances for shipped products
- Communicate hardware issues flagged by Imagine country teams and local implementation partners to manufacturers in a timely manner

Health & Safety and Responsibilities

- Researching health and safety requirements and regulations, in local markets as well as global standards to establish minimum safety and security standards
- Developing and implementing health and safety policies for Imagine
- Articulating and disseminating physical safety precautions for electrical equipment, physical security of high-value items

- Assess and mitigate risks for fire, electrical shocks and any potential dangers to learners, educators, partners and staff
- Assess and mitigate risks of theft or loss of high-value items
- Ensure long-term sustainability and responsible use and disposal of electronic products

Provide strong leadership and assess opportunities for efficiencies:

- Develop and nurture Imagine's relationships with the key vendors and service providers to support the scaling of projects
- Assess efficiency opportunities and make recommendations to Imagine's leadership
- Support dissemination of organizational know-how and learnings with internal and external stakeholders

Qualifications

The successful candidate will possess the following competencies, experiences, and qualities:

Education

Bachelor's Degree in Project Management, Business Administration, Supply Chain Management, Logistics, and 8-10 years of full-time work experience with a minimum of 5 years experience managing multi-site and multi-vendor projects. Experience in managing an implementation with a significant technology component with international organizations is required. Additional work experience is welcome.

Role-Specific Skills Required

Exceptional supply chain and logistics skills and proven experience that includes:

- Experience and knowledge of supply chain procedures and practices
- Experience and knowledge of import and export requirements in African countries
- Experience in managing large-scale, multi-country, procurement and logistics projects

General Skills Required

- Excellent written and oral communication skills in English (required)
- Strong interpersonal and relationship-building skills
- Ability to work effectively in multicultural environments and teams
- Strong organization skills and superior attention to detail
- Experience in managing multi-site and multi-vendor orders at the international level
- Ability to work under pressure and meet deadlines
- Good knowledge of computer hardware and software
- Ability to proactively manage and resolve conflicts

Qualities

- Passion for Imagine's mission and vision
- Demonstrated commitment to equity in educational access and outcomes
- Passion for supply chain management and logistics
- Demonstrated ability to think independently and solve problems
- Collaborative team player; clear and proactive communicator
- Flexible, adaptable, and able to work in a fast-paced, changing environment

Compensation & Benefits

Salary is competitive and commensurate with experience.

Location

The Director of Procurement and Logistics must be based on the African continent with a preference for the countries that Imagine is already operating in. Regional travel to field sites may be required.

How to Apply

Please submit a resume and cover letter to Kristen Stipe at careers@imagineworldwide.org. In the subject line of your email, please write "Your Name: Director of Procurement and Logistics", e.g. "Kristen Stipe: Director of Procurement and Logistics". Applications will be reviewed on a rolling basis. Details on Imagine's operations, countries reached, leadership and funders can be found at imagineworldwide.org.

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Imagine Worldwide is proud to be an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.