



09 – 12 - 2025

Job advertisement for vacant positions in Rwanda Medical Supply Limited (RMS Ltd)

Position Title: Senior Supply Chain Advisor (Out bound Logistics) – Delivery Unit.

Location: Rwanda Medical Supply (RMS)

Department: Delivery Unit

Reports to: The Chief Executive Officer (CEO)

N.B: This is a high-level seconded position to be paid by a Partner.

1. Senior Supply Chain Advisor (out Bound Logistics)-Delivery Unit

About the Role:

Rwanda Medical Supply (RMS) is seeking a highly motivated and results-oriented Supply Chain Advisor for out bound logistics to join our Delivery Unit. In this role, you will play a key role in driving strategies to enhance the out bound logistics to ensure efficiency and improve customer satisfaction.

2. Key Responsibilities:

Process Improvement and Optimization:

- **Receiving and Put-Away:** Implement streamlined processes to reduce receiving and put-away times, minimize errors, and improve inventory accuracy.

- **Order Turnaround Time:** Optimize order processing and fulfillment to reduce order turnaround time and improve customer satisfaction.
- **Inventory Accuracy:** Enhance inventory management practices to ensure accurate inventory levels, reduce stockouts, and minimize write-offs.
- **Stock take Efficiency:** Leverage technology and efficient methods to complete annual and semi-annual stock takes in less than one week.
- **Best Practice Adoption:** Integrate industry best practices into warehousing, inventory management, and distribution operations to drive continuous improvement.

3. Supply Chain Optimization:

- **Identify Improvement Areas:** Conduct a thorough analysis of the supply chain to identify opportunities for efficiency gains and cost reductions in distribution, transportation, and delivery.
- **Optimize Outbound Logistics:** Leverage existing storage and distribution partnerships to optimize outbound logistics processes, reduce lead times, and improve customer service.
- **Efficiency and Cost Savings:** Implement strategies to improve efficiency and reduce costs throughout the entire distribution, transportation, and delivery process.

4. Successful Delivery of Outbound Logistics Goals:

- **Cross-Functional Collaboration:** Collaborate closely with cross-functional teams and internal stakeholders to streamline last-mile delivery processes and ensure seamless execution.
- **Digital Solution Adoption:** Provide ongoing support and guidance to facilitate the adoption and utilization of digital solutions for distribution, transport, route planning, and delivery.
- **Adherence to SLAs:** Ensure timely and accurate deliveries by strictly adhering to established delivery schedules and service level agreements.

- **KPI Monitoring:** Establish and monitor key performance indicators (KPIs) to measure the performance of outbound logistics processes, including OTIF and customer satisfaction.
- **Data-Driven Optimization:** Collaborate with internal stakeholders to leverage data and analytics to minimize delivery times and costs.

5. **Effective Communication and Representation:**

- **Transparent Communication:** Maintain open and professional communication with senior leadership, the Ministry of Health (MOH), and partners regarding the progress of initiatives and challenges.
- **Industry Representation:** Represent RMS at national, regional, and global platforms to share best practices, network with industry experts, and stay updated on emerging trends.

6. **Qualifications:**

- Bachelor's or master's degree in pharmacy, other Health Disciplines, Supply Chain Management, Logistics, or a related field.
- Minimum 7 years of experience in supply chain management at a national or global level.
- Hands-on experience in supply chain organizations within industries such as consumer goods, healthcare, beverages, or similar.
- Proven knowledge and experience in designing and implementing innovative solutions and process improvements in warehousing, inventory management, and distribution.
- Strong analytical and problem-solving skills.
- Excellent communication, collaboration, and interpersonal abilities.
- Ability to work both independently and as part of a team.

7. **Job application procedure:**

Interested candidates should send their application documents (in one PDF document) including Application letter, Curriculum Vitae, copy of ID, copies of degree certificates and professional certificates, motivation letter, names of three referees as well as their emails and telephones.

All applications are to be addressed to the Chief Executive Officer of Rwanda Medical Supply Ltd through the following email address: recruitment@rms.rw with reference to the **Delivery unit**.

Deadline for application: **Friday, 24th January 2025 at 5:00 pm.**

NB:

1. Only applications sent via the above e-mail shall be considered.
2. Only Candidates with the right qualifications and relevant experience shall be shortlisted and contacted.
3. Incomplete applications shall be rejected.