

JOB DESCRIPTION



JOB TITLE: Supply Chain Officer
REPORTING TO: Supply Chain manager
DIRECT REPORTS: Supply Chain Assistant(s)
LOCATION: Nairobi

Background:

The International Rescue Committee is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. The IRC responds to the world's worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and gain control of their future. IRC was founded in 1933 in the United States to respond to the needs of people vulnerable to conflict around the world. Since then, it has expanded and evolved to become one of the world's leading humanitarian organizations. The International Rescue Committee has been working in Somalia since 2006, providing essential services to conflict and disaster affected communities in Central Somalia (Mudug and Galgadud regions) and Mogadishu.

Job Purpose:

The Supply Chain Officer will work closely with the Supply Chain Manager in delivering the core functions in Supply Chain Department. He or she will be responsible for the work of the Supply Chain Assistant(s), direct Reports, their personal development and performance. Within the first two weeks, the Officer will be required to develop a 90-day action plan to be reviewed by the Supervisor and performance objectives agreed on.

KEY RESPONSIBILITIES

1. Procurement

The Supply Chain Officer is responsible for implementing procurement plan & strategies. The Supply Chain Officer ensures all program procurement needs are met on time in accordance with GSC and donors' standards. This includes:-

- Ensure the Procurement process is followed to the letter as per the IRC GSC Standard Operating Processes and donor rules and regulations.
- Review Purchase Requests (PRs) for accuracy of information and category of items contained against the Procurement Plans before submitting to the Supply Chain Manager.
- Together with the Supply Chain Assistant(s) prepare Bid Analyses from the received Quotations, Bids and Proposals for review by the Supply Chain Manager.
- Negotiate with Suppliers, service providers and vendors on pricing, delivery terms and schedules.
- Participate in tendering process and take minutes as may be required. Carrying out Bidder references and compliance checks before finalization of the process.
- Prepare Purchase Orders and contracts for review by the Supply Chain Manager before approval by the Supply Chain Coordinator and Country Director.
- Continuously monitor, manage and report on Supplier, vendor and service Provider performance and harnessing their relationships with IRC.
- Maintain a roaster of Procurement, Utilities and service contracts.
- Prepare for and participate in the receipt of program supplies and submit delivery reports for review.
- Receive, prepare and submit to the Supply Chain Manager for review all Invoices and Procurement documentation fully compliant with the IRC regulations.
- Participate in Market Surveys, collect, analyze and report on the market dynamics on IRC programmatic needs guided by the Market Survey Guidelines.
- Liaise with Program and Field Staff in the delivery of project materials and services.

- Upon Completion of the Procurement Processes, file, archive and code the arising documents. The completed files should tell the full procurement story.
- Compile, prepare and submit for review all Supply Chain monthly/quarterly/yearly reports for review by the Supply Chain Manager before submission.

2. Contract Management

The Supply Chain Officer with the support of the Supply Chain Manager, will manage and monitor contracts and supplier performance to ensure that terms & conditions and standard operating procedures are adhered to as provided by GSC. This will include:-

- Preparing contracts for supply, service and works of goods and services
- Timely renewal of running contracts as provided for in the IRC guidelines.
- Contracts implementation against set performance indicators
- Recording and filling all communications and concerns.
- Contracts and Supplier Management (Managing contracts, key performance indicators/scorecards and reviews).
- Maintain supplier files and documentation
- Maintain supplier performance score cards.

3. Transport management.

The Supply Chain Officer will work with the program teams in developing transport plans, agree on modes of transport, transport requisitioning and updates to requesters on the delivery of their supplies.

- Receive Road and Air Transport Requests, process them and ensure their performance and completion.
- Liaise with the Clearing and Forwarding Agent(s) in clearing Cargo from National and International departures for delivery to the Field Offices.
- Document the Clearing and Forwarding processes (Invoices, Packing Lists, and Waybills/Bills of Lading.
- Prepare and update the Transport Plan for National and International movement of cargo

4. Compliance and Ethics

The Supply Chain Officer will implementing IRC and donor rules & regulations for all procurements, Identifying and analyzing compliance risk in procurement processes through:-

- Carry out due diligence for suppliers, this includes conducting ATC, reference checks, supplier visits etc.
- Provide constructive support to other departments to ensure compliance with policies and procedures
- identifying and reporting procurement red flags,
- Implementing internal and external audit corrective action plans (CAPs)
- Carry out procurement activities in compliance with IRC and donor regulations

5. Reporting

The Supply Chain Officer is responsible for:

- Preparing and submitting accurate Monthly reports for review by the Supply Chain Manager by the 2nd of every month.
- Carrying out with other relevant departments, market surveys twice a year. Compile and share quarterly price market index.
- Supporting in the development and update of the procurement plans as required.
- Lead in and prepare Quarterly Stock Verification Reports.
- Maintain, update and submit for review the Contracts database.

Other duties/responsibilities

- Proactively provide feedback and updates to requesters on their requests within 48hrs.
- Perform other duties, as appropriate or requested by Supply Chain Manager.

Required Qualifications:

- Minimum 5 years of progressive Supply Chain experience across all core areas within supply chain (Planning, Procurement, Warehousing, Fleet Management, Assets Management, Transport/Freight Management, Clearing and Forwarding)
- Bachelor's Degree in Supply Chain, Procurement and Contracting and or Logistics
- Plus minimum Foundation Diploma in Supply Chain from the Chartered Institute of Purchasing and Supplies, CIPS or from reputable institution of higher learning.
- Certification in Medical/Humanitarian Supply Chain from recognized international bodies is a plus.
- Proficiency and practice in the use of Supply Chain ERP systems and Microsoft Office Suit (Advanced Excel, Word, Outlook).
- Proficiency in English (written, Spoken)
- Good numerical and report writing skills with attention to detail and Communications skills.
- Ability to work under pressure and handle multiple tasks simultaneously
- Excellent communication skills.
- Excellent inter-personal skills, diplomacy and proven ability to negotiate with a wide range of people (internally and externally)

Required Competencies:

- A good planner, attention to detail, proactive, team player, transparent and honest.
- Ability to prioritize and work under pressure
- Good communication skills
- Culturally Sensitive and ability to adapt to stressful situations.
- Excellent Interpersonal and Negotiation Skills.

Full description of this position and application details can be viewed through our website: <https://www.rescue.org/careers>

Deadline for Applications: **24th May 2018.**

Gender Equality: *IRC is committed to narrowing the gender gap in leadership positions. We offer benefits that provide an enabling environment for women to participate in our workforce including parental leave, gender-sensitive security protocols and other supportive benefits and allowances.*