



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No: MBN-2019/8/2/1

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956 currently working on all aspects of the refugee cause in more than twenty five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, on the basis of humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach in order to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational in Greater Equatoria, Unity and Upper Nile States. Currently the South Sudan Programme works in 5 field locations and working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods and Demining.

DRC-DDG Seeks to Recruit:-

Position Title:	Senior Supply Chain Officer
Report to:	Supply Chain Manager
Duty Station:	Maban
Contract Type	Fixed-term with possibility of extension depending on funding availability
Employment Start Date:	As soon as possible
Eligibility:	South Sudanese Only
Salary :	According to DRC DDG Salary policy – non negotiable
Advertisement Closing Deadline:	27 th February, 2019

Purpose of the post

The Senior Supply Chain Officer is responsible for the efficient coordination and management of supply chain functions for DRC in Maban. Senior Supply Chain Officer supervise day to day procurement activities and must be able to rapidly procure Program supplies, services and equipment, supplier relationship management whilst ensuring best practice and maintaining high standard of integrity and accountability.

Responsibilities and Tasks

- Support Supply Chain Manager in working out a contingency plan for supporting program extension or contraction
- Supervise procurement and logistics procedures inclusive of related information management and maintenance, quality control and ensuring the set procedures are followed
- Ensure Supply Chain teams maintain close cooperation with the departments for admin/finances, human resources and programs.



- Assist program staff with raising purchase requests (PRs) and provide price estimations of goods requested
- Ensure that staff participating in tender committees are trained and understand their roles.
- Ensure clear delineation of roles for procurement.
- Ensure that all materials purchased are of appropriate quality and price and are timely delivered.
- Generate all required procurement documentation and maintain records and files in an impeccable manner.
- Ensure efficient inventory management system in place and ensure that all procured items are accounted for and quality/quantity controlled in stock reports and asset inventory management system.
- Timely manage and update all logistics reports and information as required by the organization.
- Ensure that all service contracts are standardized in coordination with the finance department.
- Continuously organize vehicle and equipment maintenance/repair schedule and value for-money service to the vehicle fleet/equipment.
- Actively monitor and keep records of vehicle fleet/motorcycles/generators fuel consumption through weekly reports.
- Maintain and build capacity of supply chain staff.
- Oversee conduct of the logistics department in effective supervision of the driven and other personnel using key assets of the organization.
- Provide procurement and liaison support in absence of the Cross Border supply chain support team and perform all functions being performed by them.
- Compile and archive ad-hoc reports on observations concerning staff conduct/performance and use of organization's assets; and DRC monthly reports on fuel, inventory, and equipment maintenance/repair and in stock reports.
- Establishing and maintaining good professional working relationships with suppliers, contractors and inspection companies whilst strictly adhering to DRCs anti-corruption guidelines and DRC's code of conduct.

PERSON SPECIFICATION

Qualifications and Experience:

- Candidate should have a minimum of five years' procurement and logistics experience in a busy orientation, preferably in an NGO setting. Must demonstrate professional experience in administrative and operational aspects of Procurement and Logistics.
- The incumbent must possess broad knowledge in the procurement and logistics processes, people's management, vehicle inventories and monitoring of assets.
- Past exposure and experience working with donor funded projects/programs e.g. UN, USAID, EU, DfID & DANIDA.
- Past experience in financial management of tendering processes and audits.
- Excellent communication and writing skills in English.
- Able to work under harsh and extreme conditions, good judgement and problem solving skills
- Demonstrate a customer focused, motivated and pro-active approach to work
- Strong planning, organization and problem solving skills with ability to work hands-on, independently and within team in a difficult work environment
- Computer literacy skills i.e. proficiency in MS word, Excel
- Working proficiency with software i.e. ERP systems.

Education

- Bachelor Degree/Diploma in procurement and logistics, supply or equivalent professional qualification in procurement and supply or other related field from a recognized Institution

Language

- Must be able to speak and write proficiently in English language, and knowledge of Arabic and local language.



How to apply

Please send a covering letter outlining how your skills and experience meets the Person Specification along with your CV to Human Resources department through jobs.southsudan@drc-ssudan.org copying hrofficer.mab@drc-ssudan.org or submit your hard copy application to the Human Resource department to the attention of **Human Resource Manager** DRC Officer located along Addis Ababa Road, opposite NPA main office. Title of the position/vacancy number **MUST** be clearly mark in the application and on envelop. Female candidates are encouraged to apply.

Further information

Please note, as this position is urgent, applicants may be shortlisted and interviewed prior to the closing date.

We appreciate your application however, only short listed candidates will be contacted for interview. If you have not been contacted within two weeks of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically review our website, South Sudan NGO Forum website <http://comms.southsudanngoforum.org/> for other suitable opportunities.

