


50. H-3
 Approved by
 Labour Inspector

 2/6/2021



INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy No. JBA-2021/06/01/001

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of 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, based on 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 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 Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	Supply Chain Manager
Reports to:	Head of Support Services
Duty Station:	Juba
Contract Type	1 year with possibility of extension depending on funding
Eligibility:	South Sudanese Nationals Only.
Employment Start Date:	July, 2021
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	30 th June 2021, 4:00 PM, Current Time Zone



Overall purpose of the role:

Responsible for the effective implementation of procurement/logistics systems and functions within the country office with a focus on compliance to the Operations Handbook. This role has a country focus and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to country operations while overseeing country supply chain activities.

Responsibilities:

Procurement

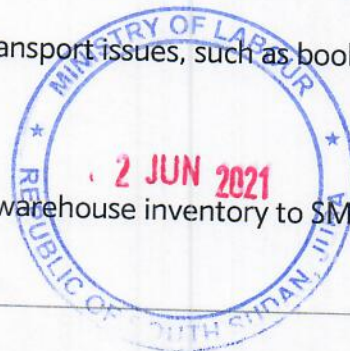
- Receive, analyse and combine procurement plans for most Programmatic and Support related needs, in collaboration with DRC-DDG Programs.
- Support program staff in supply planning and forecasting
- Follow-up and monitor implementation of procurement plans for all grants on a quarterly basis
- Analyze and consolidate procurement needs from Juba Office and Field Offices to reduce redundancy of similar purchases.
- Establish framework agreements for routine supplies
- Provide remote support in ITB management (TOC report, technical analysis and contract award)
- Organize procurement trainings for non-logistics staff and small-scale refresher training for procurement staff.
- Review order requests, quotations, bids, purchase orders, ITB and ensure appropriate support documentation following DRC procedures and guidelines before submission for signatory approval. Review ITB (Restricted, National and International) documentation before advertising or inviting suppliers
- Maintain list of vendors that specialize in providing specific goods and develop preferred vendor agreements as needed.
- Ensure that all suppliers in South Sudan are identified and a vendor database for local purchases with costs is developed and updated regularly.
- Ensure accurate filing systems, including documentation and records of actions, for audit purposes.
- Organize procurement filing system and produce weekly procurement tracking sheets to prioritize needs.
- Ensure implementation of CAST/audit recommendations relating to logistics/procurement.
- Compile monthly reports received from field offices to provide country procurement reports to relevant managers
- Conduct meetings as needed and report progress and challenges for procurement regularly to Head of Support Services
- Ensure the effective and efficient use of all DRC resources to keep costs low but while ensuring quality and standards

Asset Management

- Ensure compliance and implementation of Operations Handbook across all field offices.
- Provide monthly comprehensive country reports on Inventory/Assets to SMT. Implement any available tools to improve the inventory management.
- Provide guidance in disposal methods for unused or expired Asset with prior Donor/DRC Country director approval.
- Liaise with security personnel on security-related transport issues, such as booking in/out, satcomms, radios etc.

Warehouse Management

- Provide monthly comprehensive country report on warehouse inventory to SMT (list and stock value in hand).





- Provide guidance in disposal methods for unused or expired commodities with prior donor/DRC Country Director approval
- Provide support to the staff while engaging with freight forwarding agencies, freight handling/clearance agents, and local Customs, to ensure that cargo is managed at all points of the supply chain, and that all tracking and reporting deadlines are met.
- Proactively manage the tracking of all supplies, equipment, materiel and food in transit, through its receipt and storage within the Juba facilities.
- Providing input on the location and negotiation of contracting for storage/warehousing that is secure, well-maintained, and meets health and safe working practice requirement.

Fleet/ Logistics management

- Assist with the management of all matter's logistics relating to transport and fuel management, to ensure that vehicles are insured, asset managed correctly, maintained appropriately, damages are reported, and ensure that vehicles internal equipment (tools, comms etc) are complete and serviceable; and that usage of fuel is correctly managed, and logged and recorded.
- Support the related personnel to manage all matters logistics regarding satellite communications and radio communications to ensure that equipment's are insured, asset managed diligently, operated in the most cost-efficient manner, and maintained appropriately.
- Work to ensure that logistic systems are robust and flexible enough to cope if a crisis occurs to include assessments of airports, transport available, warehousing, access routes, fuel availability, field comms issues, staffing challenges, training required etc. Raising issues though senior management as required
- Work with your manager to capture, plan and regularly update preparedness reporting for the logistic systems in place at your mission.



DRC Dynamics ERP System

- Ensure proper application of ERP supply chain processes in the region
- Apply reports and data analytics from ERP supply chain system to improve supply chain performance

Management and People

- Accountable for people management of direct reports, generally at least 3 employees. This includes hiring & firing, objective setting, probation, performance appraisal, development of staff, managing performance, including poor performance, etc.
- Lead and manage the Logistics and procurement team (including people planning, performance, well-being and development)
- Accountable for making significant decisions on what the unit does: its purpose, functions and role, and for making commitments and decisions that require the expenditure of significant unit resources.
- Accountable for making sound decisions based on DRC policies, SOPs, standards, and the advice of technical experts in DRC
- Plan and organize regular logistics training with relevant participants (logistics, program, Human Resources and finance) to ensure agreed and uniform systems to be implemented.

Experience and technical competencies: (include years of experience)

- Minimum 5 years of experience in humanitarian logistics management within the field of supply chain management, fleet management, asset management, and distribution support
- At least 3 years' experience with people management
- Knowledge and experience of dealing with service providers and contractors' management
- Excellent computer skills in MS Word & Excel, as well as experience working with an ERP system
- Experience with standard procurement procedures and documentation, obligatory
- Experience with construction and site project management, desired
- Experience with auto mechanics or electrical installations, desired
- Experience working in an (I)NGO
- Full professional proficiency in English

Education: (include certificates, licenses etc.)

- Bachelor's Degree in Logistics and/or Supply Chain Management or Certification in Humanitarian Logistics (if there is no Degree).
- Master's degree is an added advantage

Languages: (indicate fluency level)

- English (C1)

Key stakeholders: (internal and external)

- Program Managers
- Other Support Services Managers

Find the definition of DRC's Core competencies [here](#)

All DRC staff should master the 5 core competencies:

- **Striving for excellence:** you focus on reaching results while ensuring an efficient process
- **Collaborating:** you involve relevant parties and encourage feedback.
- **Taking the lead:** you take ownership and initiative while aiming for innovation
- **Communicating:** You listen and speak effectively and honestly.
- **Demonstrating integrity:** you act in line with our vision and values

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR

Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC-DDG office in Juba OR any nearby DRC Office. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop. DRC-DDG is an equal opportunity employer; we encourage all qualified South Sudanese to apply, irrespective of gender, religion, and age.

NOTE:

This position is being filled on an urgent basis and applications will be reviewed on a rolling basis and Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one Week 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://www.comms.southsudanngoforum.org> for other suitable opportunities.