



VACANCY ANNOUNCEMENT
International Rescue Committee (IRC) in South Sudan

The International Rescue Committee (www.Rescue.org) is a non-profit, nongovernmental organization providing relief, rehabilitation, and post-conflict development for those uprooted or affected by conflict.

*Approved by acting DRC
of Mayendit County
Daniel Guong Tut
DRC*

Job Title: Supply Chain Officer (01) position
Duty Station: Mayendit
Duration: 6 months with possibility of extension
Department: Supply Chain.
Closing date: 21st Feb-2022 at 5:30pm
Reports to: Field Manager

JOB SUMMARY

The Supply chain Officer is responsible for the efficient coordination, supervision and management of all Supply chain activities including Warehousing and Inventory, Procurement, Asset, Fleet Management, and Property Inventory for the IRC's office in **Mayendit** FO. The position is also responsible for the maintenance and policy standardizing.

KEY RESPONSIBILITIES

The Supply chain Officer is accountable for the implementation of IRC Inventory and Warehouses management policies and is responsible for following

1. Inventory & Warehousing

- Warehouse safety and security management and year end report
- Manage warehouse site selection
- Manage distribution plans and buffer stock management
- Proper CIK stock management and closed Grant Inventory reports accuracy.
- Manage inventory disposal procedures
- Drug storage management
- Supervise stock take and warehouse physical conditions
- Manage cycle count and report discrepancies
- Reconciliation process management
- Ensure Cold chain management and cold chain/pharmaceutical quality assurance
- Proper management of food commodities
- Ensure all (supply chain inventory management) staff understands IRC inventory management policies and are aware of their individual roles and responsibilities.

2. Asset and Property

The Supply chain Officer is accountable for the implementation of IRC Asset management policies, maintenance, tracking and donor specific regulations.

- Take the lead in Assets and property management
- Manage needs assessment and Donor requirements implementation and very familiar with practices that are compliant with donor policies (ie. UNHRC, DFID, MOH, UN, USG, EU, SV, DFID, private donors etc.) and the South Sudanese Government regulations and legislation.
- Able to manage disposal process and auction management
- Good understanding on insurance coverage process
- Develop assets running cost analysis and report accuracy
- Conduct periodic spot checks on asset movements and maintain a traceable records of asset between Juba Office and field sites.

3. Fleet/Transport

The Supply chain Officer is accountable for logistics and fleet management operations.

- Responsible for the coordination of all transportation needs for equipment, staff and personal effects both domestic and international.
- Set up a formalized weekly vehicle request and schedules.

- Conduct transport need assessments and put in place management for all Drivers
- Consolidate and review all vehicle reports and data log sheets by coordinating with all sites to ensure all reports are accurate and filed appropriately.
- Understanding local department of transport requirement
- Manage vehicle insurance and registration and has good understanding on customs clearance procedure.
- Develop vehicle management cost analysis and Repair management
- Work with Supply Chain Coordinator to analyze data & reports related to vehicle fuel consumption, vehicle maintenance schedules, fleet capacity and operating cost for all sites and feedback to field Logistics on a monthly basis.

4. Supply Chain Planning

The Supply chain Officer is responsible for the supervision of the Procurement Assistant and working closely with Procurement Manager based in Juba, internal and external stakeholders to ensure effective supply chain planning and preparation to support program implementation. Supply chain planning includes:-

- Supervise the preparation and implementation of procurement plans
- Implementing all IRC procurement SOPs
- Supervise the collection, organizing and analyzing data
- Monitor supply market and conduct market surveys & analysis.

5. Procurement

Ensuring the implementation and supervision of procurement plan & strategies and ensures all program procurement needs are met on time in accordance with GSC and donors' standards. This includes:-

- Support in development of procurement specifications
- Ensure approved Purchase Requests are process through the procurement software (online BVA) and ensuring data accuracy.
- Request for quotations / proposals.
- Participate in tender meetings & evaluations.
- Prepare bids analysis and other bidding documents for approval.
- Conduct negotiations with suppliers that is transparent and documented.
- Demonstrate value for money in procurement.
- Review procurement documents for accuracy before taking payment for approval.

6. Contract Management

Responsible for managing contracts and supplier performance to ensure that terms & conditions, standard operating procedures are adhered to as provided by GSC. This includes: -

- Preparing and executing contracts for recommended bidders
- Timely renewal of running contracts.
- Execute contracts against set performance indicators

7. Supplier Management

Responsible for managing supplier relationships and performance to ensure that there is precise record keeping as provided by GSC. This includes: -

- Maintain suppliers file and documentation
- Documents supplier performance
- Maintain supplier performance score cards.

8. Compliance and Ethics

Assist in implementing donor rules & regulations for all procurements (including any specific departmental procurement task assigned), Identifying and analyzing compliance risk in procurement processes through:-

- Implementing due diligence for suppliers, this includes conducting reference checks, supplier visits etc.
- Provide consistent and 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)

9. Learning and Development

- Assess training gaps and Staff development in the areas of Inventory, Asset, Vehicle/Equipment management and Procurement.
- Setting team members' objectives and document training needs
- Assist the Supply Chain Coordinator where necessary and manage orientation and on-boarding
- Ensure all counterparts who deal with supply chain processes are trained to standard

10. Reporting

The Supply Chain Officer is responsible for preparing and submitting accurate and analytical report:

- Monthly Inventory, Fleet, Asset/Property and Procurement report to supply chain Coordinator by 2nd of every month.
- Developing and updating the distribution and procurement plans as required.

Supply Chain Officer Competency's matrix:

The Supply Chain Officer Competency matrix is the primary supporting document to this job description and the Supply Chain Officer must ensure that all tasks are performed to standard.

Key Working Relationships:

Position directly supervises: Procurement and Warehouse Assistants.

Other Internal and/or external contacts:

Internal: Regular relationships with program staff, Operations and Juba Supply Chain Staff.

External: Partners, Donors.

Requirements:

Education: College degree or equivalent in Supply Chain Management, Procurement, Logistics, or related field.

Work Experience: 3-4 years of work experience in supply chain operations (Asset, Warehousing & Transport)

Demonstrated Skills and Competencies:

- Good collaborator and influencer with effective interpersonal and analytical skills who is able to work seamlessly across cultures, organizational units and suppliers.
- Familiarity with drug inventory management and medical supply chain principles
- Ability to roll out supply chain policies and SOPs
- Solid knowledge and understanding of practical Supply Chain procedures and maintaining supply pipelines in areas with weak infrastructure.
- Strong organizational, interpersonal and communication skills.
- Strong computer competency with word processing, spreadsheets, databases
- Willingness to participate and contribute as a team member, under challenging working and living conditions.
- Able to work effectively in a highly matrixed structure

Professional Standards

The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

Standards of Professional Conduct: The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

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

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status, disability or any other characteristic protected by applicable law.

The position is for: **SOUTH SUDANESE NATIONAL WITH ALL THE NATIONAL DOCUMENTS.**

NOTE: Only short-listed candidates will be contacted. Applicants should attach photocopies **ONLY** while original will be asked at the interview panel and all the photocopies will remain the property of IRC

to Apply:

Interested applicants should submit updated **CV with 3 references** (please indicate referees telephone number and email address) and copies of academic and training certificates, a copy of official ID and **daytime telephone contact** addressing it to the Human Resources Department, IRC South Sudan and email the above documents to SS-HR@Rescue.org .

Alternatively, applications can be hand-delivered to IRC field office in Bentiu, Juba, Ganyiel, Nyal, Rumbek and AS or MK Field Offices.

Deadline for submission: 21st Feb- .2021.

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WOMEN ARE STRONGLY ENCOURAGE TO APPLY

David Guong Tut

Approved: RRC Mayendit County

