

50-H-3

Approved by Labour Office  
NBSGS/A



**Vacancy announcement**

**Job Title:** Supply Chain Officer

**Band/Level/Grade:** 8B

**Department:** Supply Chain

**Reporting line:** Deputy Supply Chain Coordinator/Field Manager

**Duty Station:** Malualkon with Support Aweil South.



**BACKGROUND:**

International Rescue Committee (IRC) is one of the world's largest humanitarian agencies. It provides relief, rehabilitation, and post-conflict support to oppression and violent conflict victims in 42 countries. The IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, which became an independent nation on July 9, 2011, is emerging from decades of brutal civil war stemming from disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has been active in South Sudan for over 30 years, delivering humanitarian relief, post-conflict assistance, and development programs in settings that include refugees, internally displaced persons, and host communities. The organization operates in 10 field offices, including one in Juba, and its program portfolio covers health, nutrition, child protection, economic recovery and development (livelihoods), women's protection and empowerment, and general protection. IRC continues to provide life-saving assistance and humanitarian aid to vulnerable South Sudanese individuals and works with those affected to rebuild their lives and restore peace. The International Rescue Committee (IRC) is one of the world's largest humanitarian agencies, providing relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 countries. The IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, which became an independent nation on July 9, 2011, is emerging from decades of brutal civil war stemming from disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains unpredictable, and the operational context is challenging. IRC has been active in South Sudan for over 30 years, delivering humanitarian relief, post-conflict assistance, and development programs in settings



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### **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 Malualkon / Panthou. The position is also responsible for the maintenance and policy standardization.

### **KEY RESPONSIBILITIES**

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

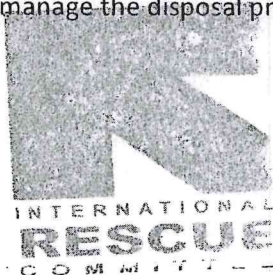
#### **1. *Inventory & Warehousing***

- 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 understand IRC Inventory management policies and are aware of their 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 (i.e. UNHR, DFID, MOH, UN, USG, EU, SV, DFID, private donors, etc.) and the South Sudanese Government regulations and legislation.
- Ably manage the disposal process and auction management





- Good understanding of the insurance coverage process
- Develop assets running cost analysis and report accuracy
- Conduct periodic spot checks on asset movements and maintain traceable records of assets between the Malualkon / Panthou Offices and the Juba Office.

### **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 domestically and internationally.
- Set up a formalized weekly vehicle request and schedules.
- Conduct transport needs 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 have a good understanding of customs clearance procedures.
- Develop vehicle management cost analysis and Repair management
- Work with the Supply Chain Coordinator to analyze data & reports related to vehicle fuel consumption, vehicle maintenance schedules, fleet capacity, and operating costs for all sites and feedback to field Logistics every month.

### **4. Supply Chain Planning**

The Supply chain Officer is responsible for the supervision of the Procurement assistant and working closely with the Procurement Manager based in Juba, and 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 the supply market and conduct market surveys & analysis.

### **5. Procurement**

Ensuring the implementation and supervision of procurement plans & strategies and ensuring all program procurement needs are met on time by GSC and donors' standards. This includes: -

- Support in the development of procurement specifications
- Ensure approved Purchase Requests are processed through the procurement software (online BVA) and ensure 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 are 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, and 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 supplier's files and documentation
- Documents supplier performance
- Maintain supplier performance scorecards.

### **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 onboarding
- 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 reports:

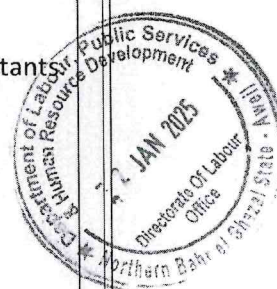
- Monthly Inventory, Fleet, Asset/Property, and Procurement report to the supply chain Coordinator by the 2<sup>nd</sup> of every month.
- Developing and updating the distribution and procurement plans as required.

### **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 Assistant





**Other Internal and/or external contacts:**

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

**External:** Partners, Donors.

**Requirements:**

**Education:** Bachelor of Business Administration/Logistics and Procurement or equivalent college degree.

**Work Experience:** 3-4 years of work experience in supply chain (Asset, Warehousing and Fleet)

**Demonstrated Skills and Competencies:**

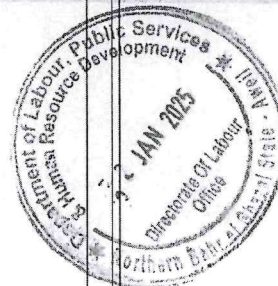
- Good collaborator and influencer with effective interpersonal and analytical skills who can work seamlessly across cultures, organizational units, and suppliers.
- Familiarity with drug inventory management and medical supply chain principles
- Ability to roll out supply chain policies and SOPs
- Solid 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

**The IRC Core Values and Commitments:**

**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, Accountability, and Equality. By 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 the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

**Safeguarding and PESA policy:** The IRC has a zero-tolerance policy for safeguarding/PESA violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding/PESA at the IRC is integral to the organizational values and ethics, and staff and associates are expected to take all reasonable steps to prevent the sexual exploitation, abuse, and harassment of any person linked to the program by both its employees and any downstream partner. The successful candidate will be subject to a thorough background check and satisfactory references.

Promote and actively participate in initiatives and efforts to build team engagement, inclusion, and cohesion in IRC. Foster ongoing learning, honest dialogue, and reflection to strengthen safeguarding and promote IRC values and adherence to IRC policies. IRC strives to build a diverse and inclusive team at all levels who as individuals, and as a group, embody our culture statement creating a working environment characterized by critical reflection, power sharing, debate, and objectivity for us to achieve our aspirations as a team and deliver the best possible services to our clients



**Narrowing the Gender Gap:** The International Rescue Committee 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 flexible hours (when possible), maternity leave, transportation support, and gender-sensitive security protocols.

**Equal Opportunity Employer:** IRC is an Equal Opportunity Employer. IRC considers all applicants because 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 laws.

**How to apply:**

Interested applicants should submit a **CV with 3 references** and a copy of their **National ID** to the Human Resources Office Maluakon, Panthou IRC Field Offices, Juba or you can email the application to [SS-HR@Rescue.Org](mailto:SS-HR@Rescue.Org) not later than **14<sup>th</sup> Feb 2025 @5:00 PM**.

**NOTE:** Only shortlisted candidates will be contacted and attached photocopies while the original will be asked at the interview panel, and all the photocopies will remain the property of IRC.

**CLEARLY LABEL THE POSITION YOU APPLIED FOR, WHEN YOU SUBMIT YOUR APPLICATION**



*Deadline extended for ONE more week*

*HR sf*

*14<sup>th</sup> Feb 25*

A handwritten signature in blue ink, consisting of several horizontal strokes and a loop, is located below the date.

