

## Jesuit Refugee Service – South Sudan

### SUPPLY CHAIN MANAGER

**Location:** Juba, South Sudan (with travel to Western Equatorial and Maban)

**Application Closing Date:** 7<sup>th</sup> July 2022

**Position opened to:** Internationals, and South Sudan Nationals

**Salary Range & Benefits:** To be discussed with successful candidate



#### Organizational Context:

Jesuit Refugee Service (JRS) is an international Catholic organization, with a mission to accompany, serve and defend the rights of refugees and forcibly displaced people. JRS has a priority to work wherever the needs of displaced people are urgent and unattended by others and offers a human service to refugees and the communities through a wide range of rehabilitation and relief activities, many of which centered on formal and informal education needs.

#### OPERATIONAL CONTEXT

The Jesuit Refugee Services, JRS South Sudan Mission continues to evolve with the changing operational context and donor requirements.

The need to avail the necessary goods, works and services in its operational areas in time and within the funding agreement requirements is key to its success.

Jesuit Refugee Services continues to identify and deploy necessary strategies to ensure all projects and overall programme needs are procured, received, stored, and issued in line with the internal Procurement Policies and with the wider objective of efficiency and Value for Money.

#### STRATEGIC ROLE OF SUPPLY CHAIN MANAGER

The Supply Chain Manager will be responsible and accountable for the delivery of all procurement and logistics related activities in accordance with JRS's procurement and logistics policies and procedures.

S/he will lead Supply Chain management (procurement, Logistics, warehousing, fleet, Assets, and facilities management.)

The Supply Chain Manager will be responsible for developing and standardizing Supply Chain processes, systems, and Procedures across offices in consultation with the Country Director and Logistics Consultant based in Rome.

To ensure timely, efficient, cost-effective, and accountable operations, the Supply Chain Manager will collaborate with departmental heads, project Directors, the regional and International Office to identify supply chain operational risks, process bottlenecks, and human resource needs to optimize performance.

It is the overall responsibility of the Supply Chain Manager to oversee the provision of the logistical support for the programmes. S/he will ensure there are systems in place for effective supply chain operations at the Country Level and field Locations (Maban & Western Equatorial) where JRS implements programmes.

The Supply Chain Manager will provide strategic direction in the management and evaluation of all aspects of Supply Chain and Logistics, ensuring relevant information; reporting and accountability requirements are met. S/he will represent JRS in external stakeholders' meetings, clusters, and forums, ensuring legal compliance to contracting, team leadership and most importantly, Capacity Building of National Logistics Staff.

#### SPECIFIC ROLES AND RESPONSIBILITIES

Reporting and as an advisor to the Country Director, the Supply Chain Manager will ensure the Procurement and Logistics Policies are in place, followed and implemented at Country and Field Office



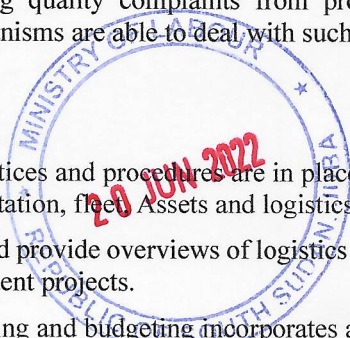
levels. S/he will ensure that Supply Chain management best practices and procedures are in place and maintained. S/he will be overall responsible for strategic sourcing, procurement, Logistics/transportation, warehousing, fleet, Assets, and the management of Logistics human resources:

### 1. STRATEGIC MANAGEMENT – (25%)

- Collaborate with various departments to ensure programme needs are identified, specifications for goods and services developed and supplies costed with market information.
- Work with various departments and Programme staff to develop and implement realistic Procurement Plans.
- S/he will lead in carrying out market assessments to inform new project proposals and budgets and ensure Value for Money (VfM).
- The Supply Chain Manager will lead a team of Logistics Staff to carry out an intensive National and International Tender Process with the aim of establishing Long Term and or Framework Contracts with Strategic Suppliers.
- Through the above process, the Supply Chain Manager will lead the team in developing and establishing a reliable and Supplier Database capable of responding to the emerging needs of JRS South Sudan.
- S/he will work with the team to evaluate the performance of the suppliers in the first 6 months to ensure optimized procurement processes capable of delivering aid to the 2 locations.
- S/he will work with the logistics staff to develop vendor/supplier evaluation parameters to ensure continued and quality support to JRS activities in South Sudan.
- The Supply Chain Manager will lead the Logistics Officers and Construction Managers in carrying out tenders for construction of learning centres and shelter for IDPs in the two locations.
- S/he will ensure that Tender processes, evaluations, and contracting are carried out objectively, transparently, and competitively to achieve Value for Money. The SCM will ensure appropriate templates are in place for the tender processes for compliance.
- The SCM will review all contracts and liaise with outside stakeholders to ensure they are in accordance with the South Sudanese laws and are within the JRS Procurement Policies.
- The SCM will liaise with the Logistics Officers and Construction Supervisors to ensure all contracts for works, services and goods are properly recorded, tracked, monitored, and performed in accordance with the set terms and Conditions.
- S/he will be in charge to oversee the validation of variations and or changes to such contracts and make recommendations to the Procurement Committees and the Country Director.
- The SCM will establish quality assurance standards to ensure specifications are developed, properly documented, items inspected before delivery, and quality issues recorded against each supplier.
- S/he will put in place systems for handling quality complaints from programme and other departmental staff and ensure feedback mechanisms are able to deal with such issues.

### 2. SUPPLY CHAIN MANAGEMENT (30%)

- Ensure proper supply chain management practices and procedures are in place and maintained for sourcing, procurement, warehousing, transportation, fleet Assets and logistics.
- Collaborate with the Programme Managers and provide overviews of logistics requirements for the development of project proposals and subsequent projects.
- Engage with key staff to ensure project planning and budgeting incorporates adequate funding for logistics capacity and human resources development.
- Manage the procurement processes in an efficient and cost-effective manner. Provide planning





support and advice to programme managers

- Maintain a continuous assessment and review of supply needs, providing updated procurement tracking and pipeline information and plans to programme staff for planning purposes.
- Maintain and update supply pipeline information, coordinate and manage the supply chain to ensure regular updates to programme staff on order status, stock levels and shipment status to project and logistics staff to ensure smooth operations and continuity of programme activities.
- Lead in carrying out local market assessments and surveys, update supply catalogues and ensure programme staff are well informed of availability and price of local items.
- Oversee storekeeping and warehouse operations, ensure proper record keeping for the receipt, storage and issuance of items, physical inventory checks, storage conditions, security, and facility maintenance.
- Conduct periodic 'spot checks' and put systems in place to increase stock reliability and reduce shrinkage through damage, loss, or theft.
- Carry out reliability assessment on land, river, and air freight, document the process, contract a service provider for each to help in the transportation of project supplies and equipment to field locations.
- Responsible for all logistics, procurement, and distribution of supplies for the needs of the programs and operations of JRS in South Sudan.
- Prepare and submit Monthly procurement pipeline reports, inventory status, consumption, and other related reports.
- Maintain accurate filing systems, with documented and supported records of logistics transactions for audit purposes.
- Establish and maintain sound and easily retrievable records and files (hard copy and electronically in SharePoint) for all procurements, storage, and distribution transactions.
- Establish and maintain a system for asset and inventory registry, including equipment allocation & maintenance, and disposal of assets in accordance with organization policies.

**3. FLEET MANAGEMENT (15%)**

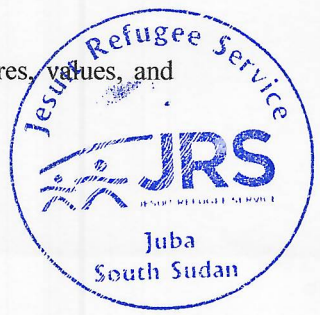
- Ensure transport needs are met on time and are efficiently managed, with sound transport need scheduling for smooth running of programme activities.
- Ensure efficient utilization of available vehicles and any other transport resources, monitor associated running costs (service, repair, maintenance, and fuel) to ensure accountability.
- Ensure vehicle insurance policies are renewed, accidents are reported, and claims processed on time and effectively.

**4. PLANNING AND COMPLIANCE (10%)**

- Participate in budget preparation, monitoring budgetary allocations for procurement activities to ensure compliance.
- Identify and manage risk in Supply Chain ensuring compliance with all relevant legislation, policies and procedures including timely completion of donor ethics and compliance trainings
- Assess, identify, and prepare for trainings to bridge skill gaps in Supply Chain staffs to strengthen capacity of staffs in relation to procurement, storage, distribution, and related functions.

**5. LEADERSHIP & MANAGEMENT (10%)**

- Act as Role Model to high standards and ethics in JRS's policies and procedures, values, and



leadership.

- Contribute to the development of the Supply Chain Strategy.
- Work with Project Directors and Country Director to ensure direct and indirect reports have clear performance goals and development plans.
- Ensure effective management of resources (financial, technical, human resources and operational) to achieve the organizational strategic objectives.
- Play advisory role on all procurement and logistics management aspects to all field offices
- Select, retain, and develop talent, experience, and skills to help build a strong team with aim of promoting national staff to the Supply Chain manager role.

## 6. CAPACITY BUILDING (10%)

- Organize trainings on Procurement and Logistics Procedures, Policies and donor compliance for both program and operations staff.
- Develop and maintain schedule of staff orientation package, ensure new staff are appropriately orientated on Procurement policies and procedures.

### *Priorities for the first 6 Months:*

- Implementation of Navision for Procurement at Country and Field Levels.
- Market Assessment, supplier evaluation and creation of a reliable Supplier database for Juba, Western Equatorial and Maban.
- Capacity Building Plan for Logistics Staff in Juba, Western Equatorial and Maban.
- Finalize and implement current procurement plans for 2022-2024 Projects.
- Develop and implement Supply Chain Process workflows in Juba, Western Equatorial and Maban.
- Restructuring and strengthening of Supply Chain departments in Western Equatorial and Maban.
- Introduce Supply Chain Key Performance Indicators.

## 7. Essential Qualification and Experiences:

### **Education:**

Master's degree in Procurement, Supply chain or Logistics. Bachelor's Degree in Procurement, Supply Chain and Logistics. Any Masters or bachelor's degree with post-graduate Diploma Qualifications in Procurement, Supply Chain and or Logistics.

CIPS Qualifications at Level 4 and above.

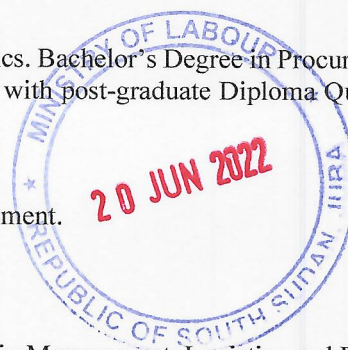
Any Certifications relevant to the Supply Chain Management.

### **Experience:**

Minimum of 7 years practical experience in Supply Chain Management, Logistics and Procurement in an International Non-Governmental Organization.

Proven record of experience in the management of strategic procurement and logistics at a managerial level.

Experience in budget preparation and management and the ability to prepare timely, complete, and accurate reports.



Excellent knowledge of the regulatory requirements, customs and import clearance processes and procedures.

Demonstrable knowledge of rules, regulations and donor policies governing the compliance, regulatory management of procurement rules by US, EU, UN, and other Donors.

#### **Skills:**

Ability to communicate effectively with programme teams and be able to represent JRS with UN organizations, other international NGOs, and local authorities.

Ability to develop and maintain effective working relationships with internal and external stakeholders.

Capacity to work under pressure & tight deadlines. Diplomatic, cordial, objective, solution oriented.

Strong negotiation, interpersonal, organizational, Planning, Coordination, and staff capacity building (coaching, mentoring, and training) skills

Strong financial acumen with the ability to interpret financial information.

Effective communicator, fluent in spoken and written English.

Proficiency with MS Word and Advanced Excel. Advanced knowledge in the use of Supply Chain ERP Systems (Navision for Procurement) is an added advantage.

Knowledge of Data analytics tools and dashboards for producing Monthly Procurement reports will be added advantage.

Experience in Capacity building of field staff on procurement processes and policies

#### **Submission Requirements**

Please send your CV and a cover letter that indicates what skills and experience you have that meets the criteria and your availability. The CV (maximum 3 pages) should include contacts (phone and email) for three referees. Please note that only official email addresses for referees will be accept. Kindly send the application to [sds.recruit@jrs.net](mailto:sds.recruit@jrs.net) by 5pm closing date **7<sup>th</sup> July 2022** or hand delivery to JRS-Juba, South Sudan office in Tomping next to India Embassy.

**PLEASE NOTE:** due to urgent need to fill this vacant position, we will be reviewing the application as we receive. Only candidates who apply by the deadline and who can demonstrate experience of overall strategic Supply Chain management processes should apply, only short-listed candidates will be contact and only candidates who reached to final oral interview will be inform of interview outcome.

**Female candidates are highly encouraged to apply.**

#### **Commitment to Child Safeguarding:**

JRS is committed to the safeguarding of children (under 18 years) who encounter with JRS South Sudan personnel and volunteers in all JRS South Sudan works. All JRS-South Sudan Staff are expected to comply with JRS Child safeguarding Policy and Procedures in this regard and to sign a declaration of commitment to this effect.

#### **Commitment to Protection of Sexual Exploitation and Abuse (PSEA):**

JRS-South Sudan takes the protection of sexual exploitation and abuse (PSEA) serious, and all the JRS-South Sudan personnel and volunteers are expected to comply with the JRS-PSEA policy and to sign declaration of commitment.

