



VACANCY ANNOUNCEMENT

Job Title:	Supply Chain Manager
Number of Post	One (1)
Band /Level /Grade:	7B
Department:	Operations
Location:	Ajuong Thok
Overtime Eligible:	N/A
Contract Status	Fixed Regular
Date of Issue:	Monday, 21 st November 2022



Background/IRC Summary:

The International Rescue Committee as one of the world's largest humanitarian agencies, provides relief, rehabilitation, and post-conflict support to victims of oppression and violent conflict in 42 Countries. IRC is committed to bold leadership, innovation, and creative partnerships. South Sudan, an independent nation since 9th July 2011, is emerging from decades of brutal civil war rooted in disputes over religion, ethnicity, resources, governance, and self-determination. The security situation remains fragile, and the operational context is challenging. IRC has been in South Sudan since 1989 and currently operates in Northern Bahr El Ghazal, Lakes, Unity, and Central Equatoria States. IRC South Sudan program is currently seeking qualified candidates to fill the above vacant position.

Job Summary:

Supply Chain Manager is a key position to the success and delivery of quality programs. IRC defines Supply Chain as those systems and functions necessary to implement programs effectively, inclusive of planning, procurement, logistics, inventory management, property and asset management as well as vehicle and fleet management. The Supply Chain Manager is responsible for supporting the Supply Chain function to ensure efficient procurement and delivery of supply chain functions in field office.

Major Responsibilities/Duties:

Under the direct supervision of the **Field Coordinator**, you will be responsible for the following.

a) Supply Chain Planning

Develop procurement plans for active grants, in collaboration with program Coordinators/Managers and internal and external stakeholders to support program implementation. Ensure program teams develop distribution plan for supplies and assets of closed grants in the warehouses. Coordinate with supply chain field staff to ensure that there are sufficient spaces in warehouses before sending program supplies to the field sites. Preparing procurement plans, warehousing plans, transport plans and distribution plans. Implementing all IRC procurement SOPs. Develop sourcing strategies and relationships with suppliers. Monitor supply market and conduct market surveys & analysis.

b) Procurement

Perform Market Analyses by collecting, organizing, and analyzing market data and financial reports. Develop and regularly review Grant(s) procurement and distribution plans, ensuring resolution of all related issues collaborating with programs unit leadership. Develop and implement category sourcing strategy. Lead the bidding process by developing and issuing request for proposals (RFP) and completing a purchase request process. Maintain relationships with suppliers, and program staff. Prepare, review, and utilize Procurement contracts, including Master Agreements (MPA, MSA) for purchases. Prepare and submit timely and accurate supply chain report(s) to inform decision-making process.

c) Inventory, warehousing, and Assets Management

Ensure Inventory control, including drug storage, Cold chain, buffer stock, contributions in kind stock (CIK) and food commodities. Implement the IRC inventory policies with regard to all project Items including cycle count, reporting discrepancies, pharmaceutical quality assurance as well as cold chain policies where applicable. Develop and ensure material distribution plans and up-to-date and being adhered to. Coordinate inventory disposal procedures. Placement of the assets maintenance plans as per

IRC policies, including repairs and insurance coverage process. Handle asset and property disposal, and auction management. Ensure that grant inventory and asset report is accurate, regularly produced, reviewed, and approved before the Grant closing date.

d) Logistics and Fleet Operations

Develop country specific fleet management policies that are consistent with Country department of transport requirements. Dissemination and adherence of the vehicle safety policies by all vehicle users. Conduct transport need assessments. Develop and monitor fleet movement plans, vehicle repairs, drivers' assignment, vehicle safety, and fuel consumption. Regular issuance, review, and usage of vehicle monthly reports to inform strategic decision-making process.

e) Compliance

Identify, document and timely report any IRC procurement deviations following the mechanism in place for appropriate follow up. Ensure all staff are familiar and comply fully with the IRC Way policies. Implement and sustain segregation of duties in procurement and other related functions. Develop and support implementation of improvement plans. Promptly Inform the Deputy Director for Operations and/or County Director any areas of concern or suspected supply chain policy violations. Provide constructive support to other functions to ensure effective, compliance to policies & procedures. Implement discrete, time-bound Supply Chain initiatives which improve performance or compliance.

f) Staff Management and Development:

Support recruitment of Supply Chain staff (written tests and interviews) through the effective utilization of the IRC supply chain competency matrix. Ensure each team members' objectives are set following the organizational unit visions as well as operations context and Assess supply chain staff competency and training gaps and develop appropriate intervention programmes. Provide face to face and remote orientation to newly hired supply chain staff, in designated countries. Deliver Training and Professional development programmes.

g) Technical Management & Systems:

Participate in the development and implementation of ERP, **Integra**, BvA and other Supply Chain systems and, when necessary, SC standard Operating Procedures.

h) Conduct any other duties and responsibilities assigned to by the supervisor.

Key Working Relationships

Reports to: Field Coordinator/Deputy Supply Chain Coordinator

Directly supervises: Procurement Officer and Warehouse Officer.

Internal/External contacts: Regular relationships with regional and country Supply Chain staff at all levels, Deputy Director of Operations and Project Coordinators/Mangers. Actively participate in global and regional supply chain, conferences, and leading sessions as required. May Serve as IRC Supply Chain representative in outside meetings, other non-governmental organizations, inter-agency groups and foundations.

Job Qualifications, Skills, and Experience:

Education: Bachelor's Degree required, Advanced professional certification in supply chain management and/or emergency response management strongly preferred.

Work Experience: At least 5 years of experience in handling humanitarian supply chain. Strong ERP roll out and management skills. Demonstrated ability to develop and roll-out supply chain policy and SOPs. Clear training and mentoring ability. Experience working with a diverse portfolio of Donors and knowledge of specific donor guidelines. Experienced and authorized to drive manual transmission 4WD vehicles.

Demonstrated Skills and Competencies: Have a high degree of flexibility and ability to work under sometimes extreme hardship conditions against tight deadlines. Strong computer and communication

equipment skills, including Microsoft Office applications, HF and VHF radios. Ability to lead teams. Change management. Risk management. Decision-making capability. Cross-functional collaboration. Conflict resolution skills.

Language Skills: Fluency in English required. Good working knowledge in Arabic would be an added advantage.

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

Safeguarding policy: The IRC has a zero-tolerance policy for safeguarding violations by staff, incentive workers, visitors, sub-grantees, suppliers/sub-contractors, and implementing partners. Safeguarding at the IRC is an 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.

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 a flexible hour (when possible), maternity leave, transportation support, and gender-sensitive security protocols

Equal Opportunity Employer: IRC is an Equal Opportunity Employer. IRC considers all applicants based on 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.

The position is strictly for **SOUTH SUDANESE NATIONAL WITH ALL REQUIRED NATIONAL DOCUMENTS.**

How to Apply: Interested applicants should submit a **CV with 3 references** (Please indicate referee telephone number and email address) and a copy of academic and training certificate, a copy of **national ID** and **day time telephone contact** address it to the **Human resources Department, IRC South Sudan** and you can delivered your Application to **IRC Head office in Juba Goshen House, or field office in Jam Jang**, or you can e-mail your applications to SS-HR@rescue.org Deadline for submission **Thursday 8th December 2022** before **5:00PM** Central African Time.

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original will be asked at the interview panel and all the photocopies will remain the property of IRC. Any candidate who may wish to do job solicitation to win favor whether directly or indirectly will automatically lead to disqualification of one's application once detected at any stage of the process.

PLEASE REMEMBER TO CLEARLY INDICATE THE POSITION YOU ARE APPLYING FOR ON THE ENVELOP (Hand Delivery)/SUBJECT Email)

'WOMEN, MINORITIES AND PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.

