

Approved by
A/Inspector
22 APR 2022

VACANCY ANNOUNCEMENT



Job Title	Supply Chain Manager
Salary Band/ Level/ Grade	7B
Department	Supply Chain
Location	Juba – South Sudan
Overtime Eligible (per local law) N/A	(Per local law) N/A
Opening Date	22 nd /April/ 2022
Closing Date	12 th /May/2022

BACKGROUND

IRC began working in South Sudan in 1989. IRC South Sudan operates a country office in Juba and has field offices in Lakes, Unity, Northern Bahr el Ghazal and Eastern Equatoria states. Currently, IRC South Sudan implements programs in primary health care, community case management, women’s protection and empowerment, protection and access to justice and livelihoods. In early 2012, in response to the increasing influx of Sudanese refugees from the Nuba mountains/South Kordofan into northern Unity State, the IRC began programming in Yida and Ajuong Thok Refugee Camp, providing essential services in the reproductive health and women’s protection and empowerment and ERD sectors.

JOB OVERVIEW

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.

KEY RESPONSIBILITIES


Under the direct supervision of the Senior Supply Chain Manager, you will be responsible for the following:

A. Supply Chain Planning

The Supply Chain Manager is responsible for working closely with internal and external stakeholders to ensure effective supply chain planning and preparation to support program implementation. Supply chain planning includes; -

- 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.



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- Ensure that supply chain department is well staffed and roles and responsibilities of each have clear job description.
- 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

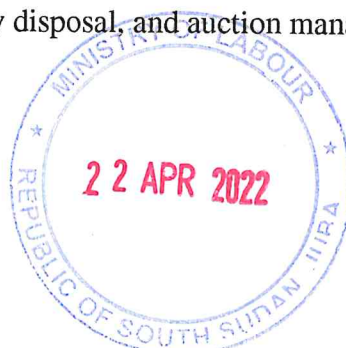
Ensure:


- 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
- Handle Negotiations with suppliers
- 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.
- Conduct Asset needs assessment
- Handle asset and property disposal, and auction management



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- Ensure that grant inventory and asset report is accurate, regularly produced, reviewed and approved before the Grant closing date.

D. Logistics and Fleet Operations

The role holder will

- 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.
- Develop vehicle management cost analysis
- The fleet legal status (customs clearance, registration, licenses, insurance) are up to date.
- 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 (international and national) are familiar and comply fully with the IRC Way policies.
- Implement and sustain segregation duties in procurement and other related functions.
- Review and provide feedback on assigned supply chain reports submitted by country offices.
- Develop and support implementation of improvement plans.
- Promptly Inform the Deputy Director for Operations and/or County Director any areas of concern or potential 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 (i.e., implementing post-audit corrective action plan).

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(s).
- Provide face to face and remote orientation to newly hired supply chain staff, in designated countries.



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- Assess supply chain staff competency and training gaps and develop appropriate intervention programs
- Deliver Training and Professional development programs.
- Coordinate training and maintain training records

G. Technical Management & Systems:

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

Pharmaceutical Supply Chain [Optional]

- In collaboration with the health team, ensure forecasts and supply planning for pharmaceutical supply are created for all health projects by project start date.
- With the guidance and support from global pharma leadership develop a supply strategy for the supply of pharmaceuticals (global, regional, national) including freight.
- Ensure the IRC standard pharmaceutical inventory tracking tool is in place and accurately maintained in each location
- Ensure implementation IRC pharmaceutical quality assurance policy, associated SOPs and procedures for Cold Chain best practice in the warehouse and in local transport.
- Ensure adequate drugs management and transportation tool and materials are available for the effective management of drugs.

Internal and/or external contacts:

Internal: 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.

External: May Serve as IRC Supply Chain representative in outside meetings, other non-governmental organizations, inter-agency groups and foundations.

Job Qualifications:

- 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.



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- 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
- Strategic thinking
- Result Focus
- Effective Communication
- Problem-Solving ability

Language Skills:

Fluency in **English** is required.

Good working knowledge of **French** and/or **Arabic** would be an added advantage

Working Environment: 75% travel to field sites

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, or disability.

How to apply: Interested applicants should submit a **CV with 3 references** and a copy of their **South Sudan national ID**, Marked clearly on the envelope to IRC's application drop box at IRC Office Juba or, or by email to SS-HR@rescue.org **Not later than 5:00 PM of Thursday 12th May 2022.**

NOTE: Only short-listed candidates will be contacted and attach photocopies only while original academic documents will be asked at the interview panel and all the photocopies will remain the property of IRC.

Please remember to indicate the duty station while submitting the application.

"FEMALE APPLICANTS ARE HIGHLY ENCOURAGED TO APPLY"

