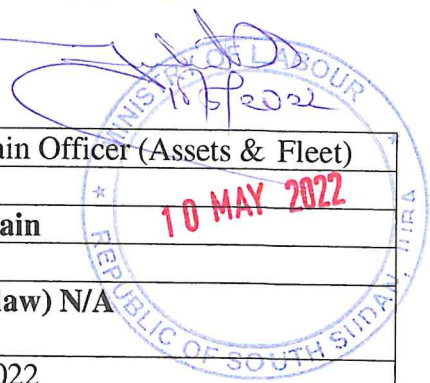


50143



VACANCY ANNOUNCEMENT



Job Title	Supply Chain Officer (Assets & Fleet)
Salary Band/ Level/ Grade	8B
Department	Supply Chain
Location	Juba
Overtime Eligible (per local law)	(Per local law) N/A
Opening Date	May 10 th 2022
Closing Date	May 30 th 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 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. The position is also responsible for the maintenance and policy standardation.

KEY RESPONSIBILITIES

The Supply chain Officer is accountable for the implementation of **IRC Fleet and Assets management policies** and is responsible for the following;

1. 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 fimialr with practices that are compliant with donor policies (ie. UNHRC, DFID, MOH, UN, USG, EU, SV, DFID, private donros etc.) and the South Sudanese Government regulations and legislation.
- ❖ Ably manage disposal process and auction management
- ❖ Good understanding on insurance coverage process
- ❖ Develope assets running cost analysis and report accuracy
- ❖ Conduct periodic spot checks on asset movements and maintain a treacbel records of asset between Juba Office and field sites.

2. Fleet/Transport



3. 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 domestical 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 Manager 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. 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.
- ❖

5. 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.

6. 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 processed 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.

7. 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

8. 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.



9. 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)

10. 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 Manager where necessary and manage orientation and on-boarding
- ❖ Ensure all counterparts who deal with supply chain processes are trained to standard

11. Reporting

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

- ❖ Monthly Inventory, Fleet, Asset/Property and Procurement report to the Senior Supply Chain Officer 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 preformed to standard.

Key Working Relationships:

Position directly supervises: Assets, Fleets Assistants and Drivers.

Other Internal and/or external contacts:

Internal: Regular relationships with program staff, Operations and other 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 with emphasis on (Asset, & Fleet)

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

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

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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.

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 Monday 30th 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”

