

INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT
Vacancy NO: JBA-2021/11/29/001

Who we are?

The Danish Refugee Council (DRC) is a private, independent, humanitarian organization founded in 1956. DRC currently works on all aspects of refugee cause in more than twenty-five countries throughout the world. The aim of DRC is to protect refugees and internally displaced persons (IDPs) against persecution and to promote durable solutions to the problems of forced migration, based on humanitarian principles and human rights. DRC works in accordance with the UN Conventions on Refugees and the Code of Conduct for the ICRC and NGOs in Disaster Relief.

The protection and assistance to conflict affected population is provided within a long-term, regional and rights-based approach to constitute a coherent and effective response to the challenges posed by today's conflicts. Assistance consists of relief and other humanitarian aid, rehabilitation, support to return and repatriation as well as promotion of long-term solutions to displacement and its causes. In addition, support and capacity building of local and national authorities and NGOs form an integral part of DRC's work.

Country and Project Background:

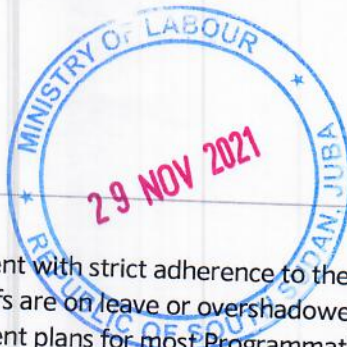
The Danish Refugee Council/Danish Demining Group (DRC-DDG) has been working in Sudan since 2004 and was subsequently present in South Sudan when it gained independence in 2011. DRC-DDG South Sudan programme's current focus is on supporting forcibly displaced and conflict-affected people, including refugees, internally displaced persons (IDPs) and returnees, to access their rights in a safe and secure environment. Currently DRC-DDG is operational Unity states and Upper Nile region. Presently the South Sudan Programme works in 6 field locations, working in the sectors of Camp Coordination and Camp Management, Protection, Shelter/NFI, and Food Security and Livelihoods.

DRC-DDG Seeks to Recruit: -

Position Title:	Supply Chain Team Leader
Reports to:	Supply Manager
Duty Station:	Juba
Contract Type	Fixed Term Contract
Eligibility:	South Sudanese Nationals Only.
Employment Start Date:	As soon as possible
Salary	According to DRC DDG Salary scale
Advertisement Closing Deadline	17 th December 2021, 5:00 PM, EAT

Overall purpose of the role:

Responsible for the effective implementation of procurement systems and functions within the country office with a focus on compliance to the Operations Handbook. This role has a country focus and ensures compliance to DRC procedures and guidelines within the country. The role contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to SCM while overseeing country procurement activities



Responsibilities and Tasks

Procurement

- Conduct P2P for international procurement with strict adherence to the segregation of duties
- Cover as a supply chain officer when staffs are on leave or overshadowed by the work load
- Receive, analyse and combine procurement plans for most Programmatic and Support related needs, in collaboration with DRC-DDG Programs.
- Support program staff in supply planning and forecasting
- Follow-up and monitor implementation of procurement plans for all grants on a quarterly basis
- Analyze and consolidate procurement needs from Juba Office and Field Offices to reduce redundancy of similar purchases.
- Establish framework agreements for routine supplies
- Provide full support in ITB management (TOC report, technical analysis and contract award)
- Organize procurement trainings for non-logistics staff and small-scale refresher training for procurement staff.
- Review order requests, quotations, bids, purchase orders, ITB and ensure appropriate support documentation following DRC procedures and guidelines before submission for signatory approval. Review ITB (Restricted, National and International) documentation before advertising or inviting suppliers
- Maintain list of vendors that specialize in providing specific goods and develop preferred vendor agreements as needed.
- Ensure that all suppliers in South Sudan are identified and a vendor database for local purchases with costs is developed and updated regularly.
- Ensure accurate filing systems, including documentation and records of actions, for audit purposes.
- Organize procurement filing system and produce weekly procurement tracking sheets to prioritize needs.
- Ensure implementation of CAST/audit recommendations relating to procurement.
- Compile monthly reports received from field offices to provide country procurement reports to relevant managers
- Conduct meetings as needed and report progress and challenges for procurement regularly to Supply chain Manager
- Ensure the effective and efficient use of all DRC resources to keep costs low but while ensuring quality and standards
- Shares weekly PR/PO/PA tracker and flag any challenge to SCM's attention.

DRC Dynamics ERP System

- Ensure proper application of ERP supply chain processes in the Country program
- Apply reports and data analytics from ERP supply chain system to improve supply chain performance

Management and People

- Accountable for people management of direct reports, generally at least 3 employees. This includes hiring & firing, objective setting, probation, performance appraisal, development of staff, managing performance, including poor performance, etc.
- Lead and manage the Logistics and procurement team (including people planning, performance, well-being and development)
- Accountable for making significant decisions on what the unit does: its purpose, functions and role, and for making commitments and decisions that require the expenditure of significant unit resources.
- Accountable for making sound decisions based on DRC policies, SOPs, standards, and the advice of technical experts in DRC
- Plan and organize regular logistics training with relevant participants (logistics, program, Human Resources and finance) to ensure agreed and uniform systems to be implemented.





Experience and technical competencies: (include years of experience)

- Minimum 3 years of experience in humanitarian logistics management within the field of supply chain management, fleet management, asset management, and distribution support
- Knowledge and experience of dealing with service providers and contractors' management
- Excellent computer skills in MS Word & Excel, as well as experience working with an ERP system
- Experience with standard procurement procedures and documentation, obligatory
- Experience with construction and site project management, desired
- Experience with auto mechanics or electrical installations, desired
- Experience working in an (I)NGO
- Full professional proficiency in English

<p>Education: (include certificates, licenses etc.)</p> <ul style="list-style-type: none"> ▪ Bachelor's Degree in Logistics and/or Supply Chain Management or Certification in Humanitarian Logistics (if there is no Degree). ▪ Master's degree is an added advantage 	<p><i>Find the definition of DRC's Core competencies here</i></p> <p><u>All DRC staff should master the 5 core competencies:</u></p> <ul style="list-style-type: none"> • Striving for excellence: you focus on reaching results while ensuring an efficient process • Collaborating: you involve relevant parties and encourage feedback. • Taking the lead: you take ownership and initiative while aiming for innovation • Communicating: You listen and speak effectively and honestly. • Demonstrating integrity: you act in line with our vision and values
<p>Languages: (indicate fluency level)</p> <ul style="list-style-type: none"> ▪ Excellent level of English, both spoken and written ▪ Good level of Arabic (Juba Arabic) 	
<p>Key stakeholders: (internal and external)</p> <ul style="list-style-type: none"> ▪ Program Managers ▪ Other Support Services Managers 	

How to apply

Please send a cover letter outlining how your skills and experience meets the Person Specification along with your up to-date CV, Copies (not original) of National ID card and academic certificates to Human Resources department through ssd-jobs@drc.ngo.

OR



Submit your hard copy application to the Human Resource department to the attention of HR/Admin Officer DRC office in Juba OR any nearby DRC Office. Title of the position/vacancy number MUST be clearly mark in the application subject line and on envelop.

Gender Equality: DRC is committed to achieving gender parity in staffing at all levels. In light of this, women candidates are particularly encouraged to apply to bridge the gender gap.

Equal Opportunities: DRC is an equal opportunity employer. We value diversity and we are committed to creating an inclusive environment based on mutual respect for all employees. We do not discriminate on the basis of age, sex, disability status, religion, ethnic origin, colour, race, marital status or other protected characteristics

Safeguarding: *DRC's Capacity to ensure the protection of and assistance to refugees, IDPs and other persons of concern depends on the ability of our staff to uphold and promote the highest standards of ethical and professional conduct in relation to DRC's values and Code of Conduct, Safeguarding and Anti – Corruption policies including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process*

NOTE:

Only short-listed candidates will be contacted. We appreciate your application however; only short-listed candidates will be contacted for interview. If you have not been contacted within one week of the closing date, we regret that your application has been unsuccessful. Please continue, however, to periodically check on the South Sudan NGO Forum website <http://www.comms.southsudanngoforum.org> for other suitable opportunities with DRC.

