



JOB TITLE: Supply Chain Team Leader – Procurement

Department **Tanzania**

Workplace **Kigoma/kibondo**

Contract Type **National contract**

Posted **01 Nov 2023**

Expires **14 Nov 2023**

Supply Chain Team Leader - Procurement

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

Overall purpose of the role:

Responsible for the effective implementation of procurement systems and functions within Tanzania country office with a focus on compliance to the Operations Handbook. This role has a country focus and ensures compliance to DRC and donor procurement procedures and guidelines within the country. He/she is expected to ensure effective and cost-effective procurement management that enables the DRC operations to meet the needs of persons of concerns as well as timely delivery of quality goods and services.

Main Responsibilities:

- Conduct P2P for international and local tender procurement thresholds with strict adherence to the segregation of duties and Provide full support in ITB/RFP document management

- Assist the SCM to receive, analyze and combine procurement plans for most Programmatic and Support related needs, in collaboration with DRC program Managers/ BHs and head of departments
- Together with the SCM, follow-up and monitor implementation of procurement plans for all grants on a quarterly basis
- Review order requests, quotations, bids, purchase orders, ITB and ensure appropriate support documentation following DRC procedures and guidelines before submission for signatory approval.
- Analyze and consolidate procurement needs from all Offices to reduce redundancy of similar purchases.
- Organize procurement trainings for non-CS 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.
- Ensure accurate filing systems, including documentation and records of actions, for audit purposes. Ensuring that all documentation related to Country procurement meets organizational and donor guidelines
- Support procurement officers organize their work and produce weekly procurement tracking sheets to prioritize needs.
- 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
- To track all Country procurements, and provide weekly updates on status of PR/PO/PA tracker to relevant managers and colleagues on procurement status. and flag any challenge to SCM's attention.
- To ensure that all procurement procedures, practice, and documentation meet standards set in the DRC Operations Handbook, and in accordance with donor requirements, to bring transparency and accountability to the procurement process.
- To ensure that all procurement meets program needs in terms of timeliness, value for money, delivery and quality, and to maintain continuous communication with programs to this effect
- To ensure fair and professional dealings with all external suppliers and contractors in line with the DRC Operations Handbook
- Updating supplier's tracker in order to monitor supplier performance.
- Provide timely feedback to users on any issues related to the procurement i.e. specifications, Procurement committees, Supplier delivery challenges/warranties.
- Coordination between departments on procurement related issues
- Support the procurement process at the CO to ensure timely, cost-effective, value for money, quality and adequate delivery of commodities and services and to maintain continuous communication with requesters to this effect.
- To ensure all procurement procedures, practice, and documentation meet standards set in the DRC Operations Handbook, and in accordance with donor requirements, to bring transparency and accountability to the Supply chain processes.
- Assist the SCM as technical lead Supply Chain module in DRC Dynamics [ERP system] and support Supply Chain staff, Area office Supply Chain staff and other staff as well as Technical Managers including providing regular refresher trainings.
- To liaise with DRC Finance teams regarding payments and documentation challenges.
- Liaise with relevant staff in submission of distribution lists and follow through with camp entry permits. Flag to HoSS any extended delays on a regular basis

- Responsible for updating the contracts tracker and manage existing contracts with suppliers and contractors, and ensure supplier appraisal on a quarterly period basis
- Manage supplier payments under contracts and reviewing termination clauses so as not to overrun contracts without payments
- Responsible for follow ups with SC and programs staff on a monthly basis the status of cleanup of PRs and POs and providing status reports
- To lead and coordinate establishing supplier lists and purchase agreements/framework agreements, linking with colleagues in the different programs & support functions
- Liaise with other agencies and maintain list of a robust vetted vendors that specialize in providing specific goods and services
- Ensure PAs are registered in dynamics
- Gap filling and cover for SC officers when staffs are on leave or overshadowed by the work load or in case of position gaps.
- Participate in New projects kick off meetings and in closeout meetings
- Create vendor prospects and conduct prohibited parties search, due diligence for all new vendors and ensure they seek approvals to add new vendors from RSCM and ensure Proper filing of all supplier's registration documents including approvals.
- Any other tasks as will be assigned from time to time.

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
- Support the management and tracking of project orders in the DRC Dynamics.

Management and People

- Lead and manage the Logistics and procurement team (including people planning, performance, well-being and development)
- Plan and organize regular logistics training with relevant participants (logistics, program, Human Resources and finance) to ensure agreed and uniform procurement systems to be implemented.

About you

In this position, you are expected to demonstrate DRC's five core competencies:

- *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.

Qualifications and 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

Education (include certificates, licenses etc.)

- 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

Languages: (indicate fluency level)

- English (C1)

Key stakeholders: (internal and external)

- Program Managers
- Other Support Services Managers

Competency profile

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others
- Understands humanitarian issues in Tanzania, and the region
- Willing to travel to project sites in Tanzania

Position Information

Employment category: Grade G

Reporting to: – Supply Chain Manager

Technical line manager: Head of Support

Direct reports: Supply Chain Officers and Assistants- Procurement

Unit/department:Supply Chain.

Location: Kibondo.

Providing equal opportunities We are committed to creating an inclusive and positive work environment based on mutual respect for all employees. All applicants are considered for employment without attention to race, age, ability, ethnicity, nationality, religion, gender identity, sexual orientation, marital status, or any other factor. At DRC we celebrate diversity and appreciate our employees for the people they are and their unique skills, backgrounds, and perspectives. We encourage all interested candidates to apply.

DRC strives to attract, motivate and retain qualified national staff within its programs. As such, we strongly encourage national and diaspora candidates to apply for this position. However, candidates should take into consideration that DRC cannot employ, under an international contract, a national of the country in which he or she will be working (in this case, the United Republic of Tanzania)

Promoting high standards : DRC's capacity to ensure the protection of and assistance to refugees, IDP's 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 DRC's values and Code of Conduct, including safeguarding against sexual exploitation, abuse and harassment. DRC conducts thorough and comprehensive background checks as part of the recruitment process.

Application and CV

Only motivated applications that address the stipulated duties and meet the required qualifications, sent together with a CV, will be considered.

DRC only accepts applications sent via our online-application form on www.drc.ngo under JOB.

APPLY HERE