



# Supply Chain Specialist

Department **Tanzania**

Workplace **Kigoma Region/Tanzania**

Contract Type **Expatriate contract**

Posted **17 Nov 2023**

Expires **10 Dec 2023**

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, Water, Sanitation and Hygiene (WASH), Shelter and infrastructure, and Livelihoods.

## **Geographic scope: Tanzania-Kigoma Region**

This role has a focus on Tanzania and ensures compliance to DRC procedures and contributes to the development of country strategies, which are translated into action plans and day-to-day tasks. He/She will provide operational support and technical guidance to supply chain functions while overseeing country activities.

## **Main Responsibilities:**

- Review the structure of the team and make recommendations for change based on portfolio of work and budget constraints; Assess the capability and capacity of the team and key individuals;
- Providing recommendation to the Area Manager and the Head of support service in defining Policies, Procedure guidelines, technical manuals, and standards in relation to all management fields (procurement/purchasing, infrastructure/office management, fleet management, assets management, stock management, IT and Communication management, etc.);
- Coordinate with the Administration/HR and Finance Department to ensure that systems in place for payment processes to suppliers are made on-time and respecting the financial systems;
- Rolling out training and development, guidance, SOPs in the following areas as needed/prioritised:
  - Procurement

- Contract management
- Logistics including Fleet and Warehousing
- Site /Office Management and Maintenance

### ***Deliverables***

The specialist will support the following deliverables (subject to an inception discussion and planning sessions with management):

- Capacity assessment for Team
- SOPs reviewed and contextualized.
- Updated vendor data base
- Market survey for 2024
- Updated list of Framework agreement with vendors
- Updated procurement plans
- End report

### **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**

#### *Essential Experience*

- At least 7 years' experience in senior Supply Chain function in a Humanitarian context
- At least 5 years' experience with people management and specifically capacity building
- Bachelor's degree in relevant sector and field experience
- Knowledge of project cycle management
- Knowledge of supply chain management and procurement processes
- Knowledge of budget cycle and monitoring processes
- Knowledge of key donor policies and compliance procedures, like UNHCR, WFP, Danida
- Experience working with DRC Dynamics or a similar ERP system
- Excellent communication skills – both oral and written
- Fluency in English (essential) and Swahili (desirable).

#### *Competency profile*

- Compliance and detail-oriented
- Experienced systems person
- 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

### **What we offer**

*Contract:* 3 months of contract with the possibility of extension, subject to needs of the program.

*Salary:* in accordance with the Danish Refugee Council's Terms of Employment Non-Management Band/ G.

*Availability:* February 2024.

*Duty station:* Kigoma region, Tanzania

*Reporting Line:* Head of Support Services

**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.

**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](http://www.drc.ngo) under JOB/View Vacancies.

Please submit your application and CV in English no later than **10th December, 2023**.

To Apply, [\*\*CLICK HERE\*\*](#)