



## 1. Supply Chain Team Leader (Procurement)

Department: **Tanzania**

Workplace: **Kibondo**

Contract Type: **National contract**

Posted: **25 Jun 2024**

Expires: **08 Jul 2024**

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.

### **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.

### **Main Responsibilities:**

#### **Procurement**

- Conduct P2P for national/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 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 for all locations in order 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 Purchase Requisitions, 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.
- Follow up on case officers assigned PRs and ensure the PRs are processed as per the Procurement Process Timeline
- Ensure that all quotations/bids from vendors are received only through the designated email address.
- Review procurement files using the procurement checklist before submitting them for further approvals and payment.
- Maintain list of vendors that specialize in providing specific goods and develop preferred vendor agreements as needed.
- Ensure that all suppliers in Tanzania are identified and the vendor database for local purchases with costs is developed and updated regularly.
- Ensure accurate electronic 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
- Working closely with warehousing unit alerting them on the delivery plans and sharing copies of Purchase Orders for them to verify incoming supplies and make necessary arrangement.
- Participate in the monthly Budget Follow-Up meetings and provide procurement updates on all committed cost.
- 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. This includes objective setting, probation, performance appraisal, development of staff, managing performance, including poor performance, etc.
- Lead and manage the 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 5 years of experience in humanitarian logistics and procurement management within the field of supply chain management, fleet management, inventory and asset management.
- Experience working with donor procurement guidelines; UN Agencies, DANIDA, FCDO, USAID, ECHO etc
- 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
- High integrity and transparency in procurement procedures.
- Self-initiative and able to follow through on tasks from inception to completion.
- Advanced skills and experience in using Dynamics ERP system.
- Strong data skills in Excel and database processing.
- Ability to deliver results on work objectives
- People supervision skills and Team Oriented.
- Strong skills in communication and feedback sharing.
- Experience with standard procurement procedures and documentation.
- Experience with construction and site project management, desired
- Experience working in an (I)NGO
- Full professional proficiency in English

**Education:**

- Bachelor's degree in Logistics and /or Supply Chain Management.
- Professional qualifications in procurement is an added advantage.
- Certifications in Humanitarian Logistics is an added advantage
- Master's Degree is an added advantage

**Languages:**

- English (Fluent, written and spoken)
- Kiswahili (Fluent, written and spoken)

**Information**

Employment category: Band G

Reporting to: **Supply Chain Manager**

Technical Line Manager: **Head of Support Services**

Direct report: Supply Chain Officer and Assistant - Procurement

Unit/department: **Supply Chain**

Location: Kibondo

**Key stakeholders: (internal and external)**

- DRC Staff
- Vendors/Service Providers
- MoHA
- UN Agencies
- Donors

**All DRC roles require the post-holder to master DRC's 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.

**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.

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

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

## 2. Supply Chain Team Leader (Logistics and Fleet)

Department:	<b>Tanzania</b>
Workplace:	<b>Kibondo</b>
Contract Type:	<b>National contract</b>
Posted:	<b>25 Jun 2024</b>
Expires:	<b>08 Jul 2024</b>

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:**

Day to Day Management of team and providing coordinated and strategic inputs for supply chain functions (Warehousing, Logistics, Fleet, Office and Asset Management) to ensure the smooth running of support functions to meet the program needs in line with the DRC Operations Handbook, donor and government rules and regulations.

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

This role has a focus on Tanzania 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 country operations while overseeing country activities.

### **Main Responsibilities:**

#### **General Management**

- The SC TL oversees the day-to-day management of a team of 30 staff composed of Fleet, Warehouse, maintenance, IT, guards and cleaners, based in the DRC offices as well as based in Nduta and Nyuragusu refugee camps
- Ensuring all staff have clear work plans, work efficiently, are clear on required tasks and report back on their work frequently
- Conduct monthly meetings with all relevant support services staff either in person or online.
- Ensure support services staff communicate clearly, pro-actively with relevant stakeholders including suppliers and colleagues

- Conduct ongoing staff performance appraisals leading to annual appraisals using DRC's systems, development of team capacity building plans and individual development plans as appropriate.
- Build the capacity of team, developing and implementing guidance, on the job training and supervision,
- Working in a structured manner, planning, filing, communication, being pro-active and responsive, ensuring supply chain staff see themselves as an internal service provider to the overall operations
- Ensure observance of the DRC Code of Conduct within the team and suppliers, ensuring that staff in the department fully understand what corruption is and are trained at least once a year on the detail of the Code of Conduct and anti-corruption measures
- Develop and support a team spirit and ensuring smooth team working between support and program teams.

### **Logistics - FLEET**

- Manage Team to ensure effective vehicle assignment, ensuring fuel and passenger efficiency, prioritisation of movements
- Monitor and train drivers to ensure compliance with DRC SOPs.
- Monitor Fuel supply for vehicles and reporting
- Manage Drivers Rosters to ensure that they get a day off to rest
- Oversee Vehicle service monitoring
- Bi-monthly meetings with all drivers
- Monitor the contract of rental cars and request the renewal of contract if necessary.
- Plan and follow up with UNHCR for the fuel supply, repair and replacement of vehicles
- Monitor and track all the vehicle movement when they are in the field and when travelling to other locations such as; Kigoma and Mwanza etc.
- Monitoring insurance of all DRC vehicles and renew upon expiry
- Ensuring proper archiving of all log sheets and fuel supply documents for reference.
- Liaise with Programme Support to ensure joined up logistics for all travel by air.
- Provide monthly comprehensive country reports on fleet management (costs) to SMT and UNHCR.

### **Assets management**

- Ensure compliance and implementation of Operation Handbook volume on Assets and Equipment Management (including all updated policies on DRC intranet) across all field offices
- Asset register tracking. This is to ensure that all equipment issue to DRC Tanzania staff is recorded in the master asset register and updated with all the information.
- Provide monthly comprehensive country reports on inventory/assets to SMT
- Ensuring asset tagging and updating of details in DRC Dynamics
- Conducting biannual physical inventory of asset and equipment
- Ensuring timely sharing of asset reports as per DRC and Donor requirements
- Manage the disposal of obsolete asset as per DRC and Donor SOP.

### **Warehouse Management**

- Ensuring full compliance on inventory management
- Ensuring adherence to safety and security standards across all warehouse premises
- Conducting physical inventory checks, monthly or regular checks.
- Manage Warehouse and stocks Management team

- Provide monthly comprehensive country report on warehouse inventory to SMT (list and stock value in hand)
- Provide guidance in disposal methods for unused or expired commodities (broken, expired etc.)

### **Site supervision and security management**

- Supervise repair and maintenance of office building, furniture, and equipment, office generator and fuel.
- Managing guards, cleaners, and contracts with 3rd parties where applicable. Supervise guard and cleaner rosters, training.
- Conducting a monthly review of the compound safety arrangements, including checking quantities medical, fire suppression equipment, and hibernation stocks.
- Conduct refresher training on relevant SOPs with office staff including Guards
- Responsible of inventory and equipment in DRC premises (Main office, international staff houses and RC guest house)
- Daily, weekly and monthly supply of water and power of DRC premises.
- Daily and weekly accommodation status checkups with cleaners
- Responsible of a basic supply for DRC office, accommodation and guest house and request for re-order or replenishment
- To monitor the guards and ensure that they come to work and get a day off. And also that they have the necessary tools to perform such; torch light, whilst, raincoat, gumboot, ledger book for movement recording, etc..

### **Planning and strategy**

- Participate in BFU meetings and manage relevant budgets/forecasts for relevant functions e.g. maintenance, fuel, driver travel.
- Ensure that annual planning for supply chain is done including the setting and meeting of targets ensuring these targets are closely aligned with programmatic needs
- Ensure that resource mobilization is realistic and meets the needs of support functions, using the operations budget to input into proposals

### **Representation**

- Build and maintain strong relations with external stakeholder where this relates to Support Services. This includes with suppliers, relevant governmental bodies, UNHCR and its logistics partner.
- Deputise for SCM where necessary.

### **Experience and technical competencies: (include years of experience)**

- At least 5 years' experience in Supply Chain functions in a Humanitarian context
- At least 3 years' experience with people management/ team leader or supervisor role
- Knowledge of project cycle management
- Knowledge of supply chain management especially logistics and Asset management
- Knowledge of budget cycle and monitoring processes
- Knowledge of key donor policies and compliance procedures, like UNHCR, Danida
- Experience working with DRC Dynamics or a similar ERP system

- Full professional proficiency in English and Kiswahili
- Excellent communication skills – both oral and written

### **Competency profile**

- Compliance and Detail-oriented
- Strong team player
- Excellent interpersonal skills, culturally sensitive and adaptable
- Flexible, enthusiastic and willing to learn from others

### **Education:**

- Bachelor's degree in relevant sector and field experience.

### **Languages:**

- English (Fluent, written and spoken)
- Kiswahili (Fluent, written and spoken)

### **Information**

Employment category: Band G

Reporting to: Supply Chain Manager

Technical Line Manager: Head of Support Services

Direct report: Supply Chain Assistant and Officer – Fleet/Warehouse and Store

Unit/department: Supply Chain

Location: Kibondo

### **Key stakeholders: (internal and external)**

- SCM, Area Manager and Head of Support Services
- Supply chain staff, Programme Staff
- Donors,
- Suppliers
- Local authorities

### **DRC roles require the post-holder to master DRC's core competencies:**

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