

Vacancy Announcement

Position: Supply Chain Manager

Date of Issue: 23rd April 2015

Type of Contract: CISP Standard Contract

Closing Date: 7th May 2015: Extended to 20th May 2015

Location: Mogadishu

Post Grade: SS-4

Contract Begins: 1st June 2015

Reports to: Operations Manager

BACKGROUND INFORMATION:

Comitato Internazionale per lo Sviluppo dei Popoli (CISP), or International Committee for the Development of Peoples, is an International Non-Governmental Organization (NGO) set up in 1982 and formally established in 1983 with its Headquarter in Rome (Italy). In collaboration with various local partners, CISP carries out projects in areas of humanitarian assistance, rehabilitation and development, in more than 30 countries in Africa, Latin America, Middle East, Asia and East Europe. CISP's mission is to promote fundamental rights for all, to participate in development, peacekeeping, recovery and emergency response processes in partnership with all key stakeholders.

MAIN RESPONSIBILITIES:

Systems & Procedures

Work with Operations Manager to ensure systems and procedures are adhered to, reviewed, and updated as appropriate.

Identify gaps in existing systems where further guidance or standardisation is required and establish a process for filling these gaps.

Office / Accommodation / fleet Management

- Ensure the smooth functioning of the office and housing facilities-repairs, maintenance and improvement of the set up (electricity, water, internet, house, office structures, equipment maintenance, compound etc.).
- Ensure the maintenance of the vehicle scheduling system including daily movement board, monthly event calendar, trip authorization, etc.
- Ensure effective use of vehicle logs, fuel logs, generator logs and the safe and efficient operation of related equipment.
- Ensure the maintenance the vehicle fleet and ensure that vehicles are adequately equipped with safety and emergency supplies, communications equipment, and are well maintained.
- Ensure regular fuel analysis is completed by drivers. On completion, review the fuel analysis to ensure good financial control.

Administrative and Management

- Ensure necessary records are being generated and filed for equipment maintenance, asset inventory records, track asset use, and stock management.
- Manage support staff within the logistics team including drivers, guards, cooks and cleaners.
- Generate monthly logistic reports, which will include the summarised data on fuel consumption, procurement tracking report, full stock tally, critical stock depletion, and other logistic and security matters.
- Ensure that timesheets for all logistics staff are prepared.

Procurement and Supply Management

- Manage procurement according to CISP Policies and Guidelines.
- Track procurements including cargo movements and monitoring of supply "pipeline" to ensure more timely deliveries.
- Manage stock management system.
- Organize and assist supplies and goods deliveries, and certify the receipt of the items in good condition
- Implement systems to monitor project supplies (through good stock management); avoid theft, and implement required extra security measures for storage of sensitive supplies.
- Keep an efficient and updated list of Credible Suppliers based in Somalia for different categories of supplies, goods and works including management and coordination of CISP relationship with the suppliers.
- Coordinate, with the supervision of the Operations Manager, all logistics activities: inventory, quotations, purchases, maintenance of equipment & premises, etc.

- Negotiate and secure best value and service benefit deals on all local procurement and supply requests based on CISP Procurement Procedures.
- Continuously inform Programme staff of the progress & constraints in the procurement process and develop solutions in consultation with the Operations Manager.
- Ensure all procurements are fully and accurately documented for easy tracing of records. In addition; maintain an accurate inventory of all project assets and label assets accordingly.
- Organize the repair of malfunctioning equipment in collaboration and upon authorization by the Operations Manager;

Security and Communications:

- Lead the regular review of security management plans with support from the Operations Manager. Track security risks; map security incidents.
- Assist in the recruitment of local logistics staff, including and not limited to the following positions, transport, stores officers, drivers and support staff.
- Ensure security procedures are adhered to by national and international staff.
- Ensure that the CISP has adequate communications equipment, trained staff and correct adherence and radio use.
- Supervise “movement security plans” and ensure good call-back / contact schedule, alert thresholds, and maintain close communication with local teams in the field.
- Help provide training and awareness and help to facilitate security consultancy reviews and support visits
- Travel & Visa arrangements for staffs.

Programmatic:

- Provide required logistical support for programme staff and maintain good working relationship with all programme management and field staff to ensure that procurement needs of the programme are being met in timely and quality manner including assistance with budgeting.
- Provide logistical advice and support to logistically heavy programme activities such as Long Lasting distributions.
- Attend relevant local logistic coordination meetings.
- Supporting the Field Operation Manager, Field Coordinator and Projects Managers.
- Participate in project and yearly audits on Asset and Supply Inventory.
- Assist in other duties as required by Supervisor.
- Other relevant tasks as required

CORE COMPETENCIES

- University degree preferably in Logistics/ Procurement, Business Administration or other related fields.
- At least 3 years’ experience in the field of administration, logistics and finance with an International NGO.
- Strong computer skills particularly Proficiency in Microsoft Office.
- Experience in base set up essential.
- Experience in management and/or oversight of warehousing, assets, communications, fleet, and base management.
- Strong organization skills, analytical skills and accuracy.
- Time management and negotiation skills with financial acumen.
- Excellent English (spoken and written).
- Excellent relations and communications skills, good team player, diplomatic and able to deal with a mixed cultural team.

Desirable:

- Somalia experiences a distinct advantage.
- Knowledge of project management and project cycles
- Basic bookkeeping knowledge

HOW TO APPLY:

Candidates who meet the required qualifications and experience should send a detailed Curriculum Vitae, a cover letter, copies of certificates and a list of 3 referees including their contacts to: cisp@cisp-som.org
Email subject ‘APPLICATION – LOGISTICIAN’

Only short listed candidates will be contacted. Please note that we do not charge fees for receiving or processing job applications.