



## **Red Crescent Society (SRCS)**

### **TERMS OF REFERENCE**

**Job Title:** Supply Chain Manager

**Gross Salary:** 1000 USD

**Net salary:** 750 USD

**Reporting to:** Secretary General, SRCS

**No. of Post:** 1

**Duty Station:** Khartoum with frequent travels to States.

**Duration:** One year Renewable

**Closing Date:** 28 July 2020

#### **Background:**

The Sudanese Red Crescent Society (SRCS) is a lead National society in providing quality humanitarian work, was established in 1956. (SRCS) was accepted into the Red Cross and Red Crescent Movement. (SRCS) a member of the International Federation of Red Cross and Red Crescent Societies (IFRC). The SRCS operates across the Sudan with 18 branches, more than 75 units and an active volunteer base of about 35,000.

The mission of (SRCS) is to Provide humanitarian aid services towards building secure and capable urban and rural communities through the transition to resilience, recovery, rehabilitation and development, in compliance with International Red Cross and Red Crescent Movement Principles and guidelines and in conformity with international human rights, through a sustainable development approach where environment conservation and rationalized use of natural resources are considered top priorities to help guarantee a safe global environment for future generations.

In 23 May, 2020, the Sudan Council of Ministers issued the decree No (179) by which a new Interim Central Committee for the SRCS was established with specific mandate to implement reform measures included in the decree.

For the success of such a huge reform endeavor, well planned, and carefully implemented strategic communication strategy is imperative.

#### **Overall Job Purpose:**

We are looking for a competent Supply Chain Manger to oversee and facilitate the supply chain operations of our Society. He will be the one to coordinate personnel and processes to achieve the effective distribution of materials.

#### **Specific Job Duties and Responsibilities:**

- Planning and managing logistics, warehouse, transportation and feet



- Arrange warehouse, catalog goods, plan routes and process shipments
- Plan the movement of fleet and Trucks
- Coordinating and monitoring supply chain operations
- Prepare and keep updated the programs Procurement Plan
- Ensure adherence of procurement implementations per the approved Procurement Plan
- Prepare specific procurement notices (SPN), request for Expression of Interests (Eoi), follow up timely publications, arrangements for collection of bids/ offers and prepare relevant paperwork for evaluation by Committee/ Team of experts;
- Prepare tender documents, request for proposal documents following the SRCS Standard Bidding (SBD)/ Request for Proposal (RFP) documents, or as and when required,
- Initiate and coordinate the procurement process for all shopping procurement methods;
- Provide support in the selection of the shortlists of consultants and pre-qualification of suppliers where necessary
- Negotiate prices and terms with suppliers, vendors, or freight forwarders.

Monitor supplier performance to assess ability to meet quality and delivery requirements.

- Assists with processing claims for damage to goods
- Documents and files completed order transactions in reference files
- Procurement of materials and equipment locally, monitoring markets, issuing invitations to tender and processing orders in accordance with SRCS regulations
- Checking goods invoices, goods inwards receipts and other (delivery) papers and payment instruction
- Arranging for the safe transfer of goods to their destination
- Notifying projects and programs of delivery location and time
- Processing cases of damage in transport
- Documenting and filing properly complete orders
- Maintaining inventory and crosschecking stock inventory every two months
- Maintaining of a data base of relevant companies related to procurement
- Onsite visits to relevant companies related to procurement for assessment of the companies



- Processing procurement contracts in accordance with SRCS regulations
- Entering and maintaining data relevant for service contracts
- Maintaining an updated local honorarium fee for consultants
- Documenting and filing properly completed contracts
- Notifying projects and programs on the status of the contracts

### **Minimum Qualification, Skills and Experience Required:**

#### **Qualifications and Experience**

- University Degree in Supply chain , Business administration or other relevant field from a recognized University
- Ten (10) years' experience in Procurement, logistic, Warehouse,
- Outstanding knowledge of purchasing

#### **Skills and knowledge**

- Excellent interpersonal & communication skills
- Fluency in English and Arabic oral and written is required.
- Excellent computer Skills
- Willingness and ability to work in unstable environments and adhere to SRCS security policies

#### **Key Behaviors & Abilities**

- Maximizes use of resources to meet standards
- Ability to live and work under hardship condition with limited resources
- Demonstrate good organization capabilities
- Punctual at his/her duty station
- Respectful and willing to support others
- Confident in carrying out his/her tasks
- Ability to work independently and effectively as a member of team.
- Demonstrate commitment to SRCS core values and policies•

#### **Required Competency**

- Communication & Negotiation skills
- Teamwork & Collaboration
- Result Orientation



- Problem Solving

Interested candidates are invited to send their Application, with their CV, copies of certificates (in PDF) should be sent directly to [www.sudanjob.net](http://www.sudanjob.net) or [job@srcs.sd](mailto:job@srcs.sd) only short listed candidates will be contacted for interviews. All inquiries should be addressed directly Sudanese Red Crescent Society (SRCS). Closing date will be on day: **28<sup>th</sup> /July/2020**. Any application after this date will not be considered.