

JOB DESCRIPTION

Job title	Global Supply Chain Manager
Location	Canary Wharf, London
Report to	Finance Director, UK
Start date	February 2016
Contract duration	Full time, 12 months fixed term

BACKGROUND

International Medical Corps UK is a global humanitarian organisation saving and rebuilding lives through health care, training and community development. International Medical Corps UK works alongside International Medical Corps, responding to humanitarian emergencies and communities afflicted by conflict, poverty and natural disaster in more than 20 countries.

International Medical Corps and International Medical Corps UK with headquarters in the United States and the United Kingdom respectively, work collaborate to maximize resources for the delivery of appropriate relief and development activities.

PURPOSE OF THE ROLE

To lead the development and implementation of the organisation global and country supply chain strategies and ensure that supply chain practices adhere to donor rules and regulation, minimize risk of fraud through transparency procurement process, open competition, control mechanisms and best project management supply chain practices. The post holder will report to Finance Director UK and will work closely with the Director of Global Logistics & Supply Chain for technical guidance.

KEY RESULTS AREAS (ESSENTIAL DUTIES AND RESPONSIBILITIES)

1. Deliver International Procurement Service to Country programmes:

- Work with Global Procurement unit to manage international Procurement Request
- Work with relevant Technical Unit teams to standardise items designs, quality, specifications, kitting and packaging of program supplies.
- Undertakes market surveys, expand the list of potential and pre-qualified vendors, guide implementation or local open tender procedures, disseminate user-friendly ordering methods, procurement routines and facilitate flow of orders and deliveries; coordinate quality control and vendor performance
- Negotiate with international vendors, to the benefit of the organisation and donors, business terms, discounts, transfer of logistics actions/links i.e. kitting (medicines), packing (NFI), negotiate minimum stocks, pre-positioned supplies...
- Maximize use of Global procurement team with improved procurement planning and procurement routines. Swiftly process country program's international procurement requests. Maintain and distribute international procurement pipelines.
- Maintain contact with suppliers throughout procurement process: at delivery, quality control action results, for returns/rejections, vendor's performance issues. Refers to Legal department for disputes or if credible risks are anticipating.

2. Technical support and guidance to country teams/Operations on supply chain activities.

- Facilitate the development and review of procurement plans in support to project proposals. Ensure accurate costing of materials and staffing resources, check supply chain feasibility.
- Conduct regular country supply chain risk assessment to identify and resolve bottlenecks.
- Coordinate with Roving Logistics Coordinators to develop inter-country-program supply chain strategies, value for money opportunities through common pipelines.
- Work with country teams to review country procurement department staffing structures, staff profile, skills and knowledge.
- Measure and report country key performance indicators, provide regular update on risks and mitigation methods, challenges faced and action plans, country level of compliance with mandatory procedures.

3. Supply Chain Management System deployment

- Logistics project lead for the deployment of the Supply Chain Management System across country programs. Supervises team led by the Supply Chain System Coordinator
- Participate in the development of procurement information management systems to capture and consolidate field and HQ procurement data.
- Coordinate with IT department to develop and maintain a Global procurement dashboard for country profiling, data analysis, performance indicators and red-flag indicators.
- Coordinate the compilation and submission of Global Supply Chain activity reports including detailed results of international procurement activities, pending payments, savings, volumes.

4. E-Procurement, Vendor Registration and performance:

- Focal point for the development of E-Procurement solutions
- Work at promote open publicity of tender notices on International Medical Corps website, transparent secured electronic submission of bids, on-line vendor registration and catalogue maintenance, quality control results and impact onto vendors' rating
- Constantly look at improving, leaning and aligning procurement procedures to best practices within humanitarian and private sector standards.

5. Support to International Emergency Responses:

- Work on ER supply chain preparedness. Develop supply chain options for high risk countries. Identify and register regional vendors for most common supplies.
- Upon Emergency Response activation, plan and execute acquisition pipelines. Coordinate with R&D for Gift-in-kind pipelines. Consolidate Procurement and GIK data into International Procurement Tracker.
- Work with Global Logistics on initial Emergency Response team design, mobilization, induction and deployment of required human resources.

- Participate to regular coordination mechanisms with relevant actors (UN, NGOs, and commercial partners).
- Work at developing, testing and implementing Key Performance Indicators across country programs to measure and optimize supply chain performance.

6. Coordination

- Attend Global Logistics Cluster meetings regularly and promote International Medical Corps UK image.
- Promotes and drives procurement coordination initiatives among NGO counterparts at Global and country levels.
- Coordinate with the Operations team to support the dissemination of logistics and procurement practices with benefit to project implementation (Blanket Purchase Agreements, Procurement Planning).

7. Human Resources

- Supervises and manages the Head of Global Procurement (split based) Ensure Job Descriptions are up-to-date, challenging objectives are set and regular meetings are held to track progress, difficulties, agree on training and support needs. Undertake regular performance appraisals and work with staff supervised to ensure replication.
- Manage all staff supervised with integrity and foresight, and in accordance with HR procedures and policies to ensure that they maintain the highest standards of accountability and professionalism.
- Provide input to the recruitment, selection and performance of procurement staff, as required.

8. Corporate Logistics

- Act as corporate logistics focal point for Headquarters offices.
 - Ensure correct implementation of logistics standard operating procedures in all offices especially in the UK office.
 - Provide day-to-day logistics support to UK office in close coordination with other UK based departments.
 - Coordinate logistics documentation and data related to activities conducted from the HQ offices. This includes but is not limited to: management of documents in hard copies, soft copies and data entries within available software tools);
 - Set up Blanket Purchase Agreements with UK-based suppliers and facilitate procurement activities in compliance with International Medical Corps and donors' rules and regulations.
 - In charge of maintaining UK office asset list updated at all times.
 - Maintaining accurate filing systems, with documented and supported records of actions for audit purposes.
- Lead Corporate Logistics Focal points in the implementation of improved logistics and procurement systems (Blanket Purchase Agreements, submission

and management of HQ asset listings, management of Emergency Response Unit stock deployment.

9. Training/ Capacity Building

- Develop Supply chain related trainings and tools.
- Determine training needs for staff supervised.
- Provide input, and deliver where applicable, training for national staff to increase their responsibilities in order to build capacity, and ensure sustainability of programs.

10. Working Relationships

- Proactively engage with supervisor and key staff (Program, Finance, Medical) on all procurement matters.
- Proactively engage with International Medical Corps country management and senior logistics staff. Maintain fluid and open communication lines to discuss procurement matters.
- Where directed, proactively engage with donors, local government, project partners, UN agencies and other non-governmental organizations.

11. Representation

- Represent IMC in a positive and professional manner to contribute to the creation of a positive image and overall credibility of the organization, notably through the application of IMC's mandate, ethics, values and standpoint with regard to other actors.

PERSON SPECIFICATION:

To perform this job successfully, an individual must be able to perform each essential duty with satisfactory results. Specifically, the successful candidate must have:

1. Field experience in managing or Coordinating logistics, procurement and supply chain
2. Proven record as successful Senior Country logistics manager, Roving Logistics experience, Headquarters, auditing/compliance experience
3. Evidence of significant field deployments in emergency response
4. Experience with donor specific procedures (such as USAID/OFDA, DFID, EU, ECHO, UN)
5. Relevant Degree. Master degree in Supply Chain, Procurement, Logistics is preferred
6. Prior experience of logistics software solutions desired
7. Budgets management experience including the ability to prepare accurate reports.
8. Experience in capacity building of national and international staff in logistics
9. Ability to carry out critical analysis of needs, gaps and opportunities in relation to supporting the delivery of quality programming in humanitarian and emergency context
10. Strong negotiation, interpersonal, management and leadership skills
11. Ability to work in harsh conditions, often in remote areas.
12. Proficiency with MS Word and Excel is essential
13. Ability to effectively present information and respond appropriately to questions.
14. Commitment to international travel (at least 40%) including the willingness to be deployed on emergency response and fill gaps in the field when required.
15. Proficient in English.

16. Ability to read, write, analyze and interpret, technical and non-technical in one or more of the following languages: French, Arabic, Spanish language is added advantage.
17. Valid driving license
18. Experience of working with emergency and development settings

How to apply

Candidates who can demonstrate that they meet specifications set out above and can prove that they have the right to work in the UK should send application hr-uk@internationalmedicalcorps.org.uk or by post to Human Resources Department 2 Ground Floor, 161 Marsh Wall, London, E14 9SJ.

Application should include CV and cover letter stating how you meet each requirements and why you are interested in the role.

Closing date

5PM UK time on 10th December 2016