

Supply Chain Team Leader (1 Post)

Duty Station : Sittwe Office, Rakhine State

Reports to : Supply Chain Manager

Direct Reports : Supply Chain Officers and Assistants

Overall purpose of the role:

- Supervise members in team.
- Deliver technical support and guidance to team.
- Responsible for all procurement of goods and works / services to support the programs.

Geographic scope: Area (Rakhine)

This role has an area focus and ensures compliance with DRC procedures and guidelines within the area. The role contributes to the development of area strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to base operations.

Responsibilities:

Management

- Lead and manage the team (including people planning, performance, well-being and development)
- Ensure effective planning and quality implementation of the sector/support activities.
- Ensure daily monitoring of area.
- Assess the daily quality of the service provided.
- Provide technical support and inputs.
- Reporting as per required by his / her line manager.

Support and administration

- Ensuring all the procurement processes are in line with DRC Operations Handbook
- Effective and efficient support to programs' needs.
- Develop and maintain relevant data base.
- Weekly and monthly status reports
- Assist in recruitment, training and capacity building of the procurement team.
- Coordination of program staff to ensure logistics involvement in the whole program cycle.
- Procurement of all goods, services and works to support the DRC operation in Rakhine state.
- Establish and follow up annual procurement plans in closed coordination with program teams.
- Oversee procurement tracking and reporting, monitor performance against KPIs, and ensure timely implementation of audit recommendations.
- Track all orders, purchases and deliveries.
- Ensure all procurement staff follow specific donor rules and policies are understood and respected.
- Oversight of all purchase works and service contracts to ensure DRC's interests are protected.
- Optimize all logistics operations to increase cost effectiveness including setting up longer-term supply contracts.
- Ensure DRC supplier due diligence is effective in the relevant context.
- Oversee the observance of the DRC Code of Conduct within the Procurement Department and ensure that staff fully understand what corruption is and are trained regularly in the Code of Conduct and anti-corruption measures .
- Ensure proper operation of DRC Dynamics ERP supply chain system by staff under supervision.
- Apply report and data analytics to improve supply chain operation in area of concern.

As a Team Leader the post-holder is responsible for the following:

- Accountable for people management of employees, usually working in the same area of work
- Accountable for ensuring that agreed work plans and tasks set by the next-level up Manager are implemented on time.
- Initiating the hiring and firing of employees and conducting performance appraisals are permitted at this level, but are closely overseen by the next-level.

Experience and technical competencies: (include years of experience)

- Bachelor's degree, and certificate in Logistics and/or Supply Chain Management
- Minimum 3 years of experience in humanitarian logistics, procurement, transport and distribution, warehousing, and stock management.
- Minimum 2 years of experience in the field of humanitarian response and refugee protection working for an international NGO, UN agency, relevant ministry, or local authority.
- Management experience at a mid-level, is desirable.
- Proven management skills and a competence in people management.
- Commitment to learning and implementing organizational policies and procedures.
- Excellent skill in MS Word, Excel, and PowerPoint
- Good understanding of the procurement rules and regulations of major international donors
- Full proficiency in English.
- Other local language us considered as an asset.

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.

Conditions

Contract: DRC will offer the successful applicant a DRC's Regular contract included 3-month probation with the possibility of extension. Salary and conditions will be in accordance with DRC's Terms of Employment. The position is placed in Employment Band G3-management. **This position is open for Myanmar National only.**

Further information

For further information about the Danish Refugee Council, please consult our website www.drc.dk

Application and CV

Interest? Click [Here](#) to apply position. Please send your application, in English, no later than **16th May 2024**.

CV only applications will not be considered. We only accept applications sent online.

(Applications will be reviewed on a rolling basis, and shortlisted candidates may be contacted for interview/an offer made before the advertised closing date)