

Head Of Supply Chain Management at Equity Bank Kenya

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Company: JobWebKenya

Location: Kenya

Category: other-general

Job Description

Equity Bank Limited (The “Bank”) is incorporated, registered under the Kenyan Companies Act Cap and domiciled in Kenya. The address of the Bank’s registered office is 9th Floor, Equity Centre, P.O. Box – Nairobi. The Bank is licensed under the Kenya Banking Act (Chapter), and continues to offer retail banking, microfinance and related services. The Bank has subsidiaries in Kenya, Uganda, South Sudan, Rwanda and Tanzania. Its shares are listed on the Nairobi Securities Exchange and Uganda Securities Exchange. Equity Bank was founded as Equity Building Society (EBS) in October and was originally a provider of mortgage financing for the majority of customers who fell into the low income population. The society’s logo, a modest house with a brown roof, resonates with its target market and their determination to make small but steady gains toward a better life, seeking security and advancement of their dreams

About Job

Equity Bank is one of the region’s leading banks whose purpose is to transform the lives and livelihoods of the people of Africa socially and economically by availing them modern and inclusive financial services that maximize their opportunities. With a strong footprint in Kenya, Uganda, Tanzania, Rwanda, South Sudan and DRC Congo, Equity Bank is now home to over 12 million customers – the largest customer base in Africa. Currently the Bank is seeking additional talent to serve in the role outlined below.

Job Purpose:

The Head of Supply Chain Management is responsible for maximizing efficiency and

effectiveness of department in responding to procurement and logistics needs and in implementing the supply chain strategy to deliver value to internal clients by optimizing costs throughout the product life cycle and proactive supplier management. The role is also responsible for maximizing the efficiency of the logistics to achieve the highest level of customer service at optimal operating cost.

Job Responsibilities/ Accountabilities:

Supply Chain Management Leadership

Reviewing the procurement & logistics strategy and process, adopting the appropriate organization, procedures and tools that guarantee and improve performance.

Develop and manage the procurement department including setting targets and monitoring performance.

Implementation of the Procurement & Logistics Strategy across the company to deliver target benefits and financial savings including approving each category manager's purchase category strategy and savings plans

Engage support and agreement for the strategy from key stakeholders so that implementation and compliance are optimal;

promote the effective management of suppliers to sustain value throughout the life of the contract

Establish new processes and systems for effective procurement and logistics management across the company; develop and implement an e-Procurement vision.

Supplier Performance Management

Responsible for supplier performance evaluation and monitoring

Provide support to business functions in managing the contract execution and ensuring compliance with contractual SLA and KPI's

Manage supplier dispute resolutions

Manage the supplier satisfaction survey process

Contract Negotiation & Management

Plans procurement strategies and conducts negotiations

Negotiates agreements to support total business requirements rather than focusing on lowest-price options

Engages and collaborates with Legal department appropriately for contract database management.

Creates various types of contracts or agreements that can be used to accomplish the bank's commercial & technical goals

Develops standard form contracts for local contracts

Warehouse & Inventory Management

Reviewing and improving the logistics processes, selecting and adopting appropriate tools that guarantee improved performance.

Managing the interface between the business (internal stakeholders) and the logistic service provider

Ensuring the SLA between the internal customers and the logistic supplier as per the process description, guaranteeing delivery as per the delivery orders.

Cooperating with the Sourcing department in order to insure a constant goods traceability from PO to Warehouse delivery

Inventory level optimization with the concerned departments for working capital reduction

To keep track of loan material / returnable material / faulty material Inventory control,

Ensuring availability of Material through best-practice inventory management implementation

Warehouses space utilization optimization

Contract management with warehousing service provider and ensuring adherence to SLAs and KPIs

ERP update and month end closure

Complete compliance to all processes

Security of Material and warehouse

Logistics & Asset Management

Delivery of all Capex and Opex related Items

Arrangement of inbound and outbound (where required)

Repair, Return and Insurance of items Kitting, De-kitting and bundling of items

Manage and coordinate custom clearance of imported consignments.

Value Engineering and Leverage economies of scale for buying by clubbing requirement (e.g. shipment consolidation)

Monitoring & reviews of all critical activities

Logistics Planning and Cost Control Asset tracking, utilization and disposal

Supplier Relationship Management

Payment processing for warehousing service providers, transporters & customs clearing agents to ensure timely payment to vendors.

Effective follow up & liaison with vendors for timely availability of material

Ensuring timely feedback/ response to Queries

Closely coordinating between End user and Vendor

Budgeting & Reporting

Develop a savings reporting mechanism with Finance which is understood and accepted by the user departments.

Produce regular reports on performance by Procurement & Logistics department and provide comprehensive management information and in-depth analysis when requested including spend analysis, savings secured and potential savings – for forecast and budgets

Develop and execute annual departmental cost optimization targets for the annual Budget process;

Reporting weekly KPIs on the Logistics inbound, outbound activity

People Development

Ensuring that the Procurement & Logistics team receives the motivation, training and development, coaching and guidance to enable them to keep abreast of latest developments and achieve their maximum contribution.

Requirements

Essential Knowledge

Proven skills and experience in Supply Chain Management

Extensive experience in Procurement, Warehouse, Logistics and supply chain management, managing 3rd party service providers is a must.

Excellent knowledge of procurement systems or ERP and Microsoft Office is necessary

Key Critical Competencies

High level of integrity

Proactive and self-driven

Emphasis on personal growth and development

Excellent communication and leadership skills

A positive, "can do" attitude

Customer focused

Business strategy awareness

Negotiation skills

Strong analytical skills and problem-solving skills

Teamwork skills and the ability to lead and motivate others

Qualifications:

Academic requirement – University Degree with MBA as an added advantage.

Professional qualification (e.g. CIPS) is an added advantage

Length of minimum Procurement & Logistics experience – 10 years' experience

Length of minimum management experience – 5 Years

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