

## Roving Regional Procurement and Logistics Manager – Africa at Mercy Corps

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### Job Description

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Mercy Corps is a global humanitarian aid agency engaged in transitional environments that have experienced some sort of shock: natural disaster, economic collapse, or conflict.

### The Program / Department / Team (Program / Department Summary)

Global Procurement and Logistics (GPL) provides support to Mercy Corps' HQ and field operations in the areas of procurement and sourcing, compliance with internal policies and procedures. Strong procurement and logistics support is key to the success and delivery of quality programs. Mercy Corps defines Procurement and Logistics as those systems and support functions necessary to implement programs effectively inclusive of inventory management, property and asset management and well as vehicle and fleet management. The Roving Regional Procurement & Logistics Manager (RPLM), in close collaboration will support country programs on short-term assignments he/she will focus on supporting a high standard of procurement excellence to maximize program results, compliance and efficiency.

### The Position (General Position Summary)

The Roving Regional Procurement & Logistics Manager (RPLM) supports country programs on temporary assignments to provide tactical support, capacity building and emergency responses ensuring cost-effective, timely, reliable and high quality program delivery. S/he will assist country teams with procurement, and other related functions as needed whilst on the short term assignment and as per the specific scope of work.

### Essential Responsibilities

Deploy to country programs on short term assignments to support resource gaps in operations

Review and take appropriate action on globally defined Mercy Corps Procurement KPI's for countries whilst on assignment

Deploy to country programs during emergencies where a high level of procurement is required.

Lead implementation and delivery of global and regional initiatives to meet specific procurement needs, including local and sector-specific Master Purchase Agreements.

Identify country procurement and logistics team capacity building opportunities and provide training and other development activities for national staff.

When deploy participate in country team management and strategy meetings with other members of the SMT

When deploy oversee the engagement with program managers in establishing procurement plans and tracking progress

### **Supervisory Responsibility**

None

### **Accountability**

Reports Directly To: Regional Procurement & Logistics Director

Works Directly With: Country Programs, including Procurement, Programs, Finance and Logistics

### **Accountability to Participants and Stakeholders**

Mercy Corps team members are expected to support all efforts toward accountability, specifically to our program participants, community partners, other stakeholders, and to international standards guiding international relief and development work. We are committed to actively engaging communities as equal partners in the design, monitoring and evaluation of our field projects.

### **Minimum Qualification & Transferable Skills**

Advanced Degree, minimum 7 years of progressive Procurement and/or Logistics professional experience, with a minimum of 3 years as a regional or field operations lead or

equivalent education and experience.

Demonstrated success as a supply chain expert across all disciplines including planning, procurement and logistics.

Broad knowledge and experience in procurement strategies, market analysis techniques, procurement and contracting.

NGO experience preferred with thorough understanding of institutional donors' (USAID, FCDO, OFDA, ECHO) policies relating to procurement

Must have proven project management skills and experience, excellent communication skills, the ability to find solutions and achieve results, the ability to analyze and resolve complex issues and the ability to motivate team members

Strong collaborator and influencer with effective interpersonal and analytical skills who is able to work seamlessly across countries, cultures, and organizational units.

Able to work effectively in a highly matrixed structure.

Excellent training and coaching ability.

Fluency in English and French required, Spanish, and Arabic desired.

Ability to travel up to 50-60 percent of time.

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