

Supply Chain Specialist

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Company: cinfo

Location: Nairobi

Category: other-general

Responsibilities

Working under the supervision of the Team Lead of the Logistics Shared Service Centre (SSC) located in Nairobi, Kenya, this Unit is part of the Global Support Office for key logistics related activities other than procurement including but not limited to fleet management, stock/warehouse / asset management, logistic support.

The main purpose of this role is to work within the Logistics Shared Service Centre as follows:

Co-ordination of exports and imports for various country programs

Procurement for items in categories as assigned

Act as a business Process Expert for staff travel (international & national)

Equipment and asset management (for SSC & countries on SLA)

Project Overview

Medair Global Support Office (GSO) provides operational guidance for country programmes, along with both technical and compassionate support for our relief workers. The Global Logistics team within Medair manages all the activities related to procurement, supply chain management, infrastructure, fleet, equipment & communication means. The team also develops and owns the policies and processes related to logistics activities in the field. The GSO Logistics Operations team is specifically responsible for Global and GSO Supply Chain Management and Base Management in both Switzerland and Nairobi Offices. The SSC in Nairobi is a functional cell of the GSO Logistics Operations team.

Workplace & Working conditions

Position is open to Kenyan nationalities or those with eligible working permit. Average of 4 - 12 weeks per year on field visits.

Starting Date / Initial Contract Details

ASAP. Full time, open-ended contract.

Key Activity Areas

Imports & Exports coordination, 50%

Track supplier order fulfilment – through Proof of Delivery (POD) analysis

Arrange shipment for Ready to ship cargo

Track all shipments – exports and imports for various country programs

Give updates to country program on shipment status

Follow up on Certificate of Export for export supplies

Export document & bond cancellation tracking

Procurement, 20%

Responsible for managing assigned procurement ensuring procurement of the right product, at the right time, to the right location, at the right prices using the right procedures in compliance with Medair and donor guidelines

Advise and support internal customers in planning, organizing and monitoring their procurement.

Supplier Relationship Management: maintain and build suppliers relationship in key categories, Supplier prequalification and evaluations in assigned categories, process invoices and administrative paperwork to ensure on time payment and correct audit trail.

Monitor actual procurement against conditions agreed in long term contracts and framework agreements and ensure contract, supplier and procurement records are kept up-to-date.

Staff Travel Business Process Expert, 10%

Manage the supplier relationship with approved travel agent/agencies for Medair trouble shooting possible challenges that employees have while interacting on the online platform and process improvement

CoP (community of Practice) Travel Lead, Advise staff on flight booking, constant process improvement

The in-charge of G-ERT flight bookings

Ensuring budget holder list is up to date to enable billing

Constant process improvement in Travel business process in collaboration with SSC Teamlead & Global Logistics Manager

Asset & Equipment Management, 5%

Asset tagging & update on platform

Assets verification

Assets maintenance

Secondment, 10%

As a roving officer strengthen the field country program on short-term assignments & backfill when needed the assignment will be in country R&R policy.

GERT Response, 5%

Available for immediate deployment to Medair emergency response to new or existing country programme (part of wave 1 and or wave 2) and on the roster for 24/7 logistics support when needed.

Other

Support and assist the general work and administration of the Logistics team

Cover for other Logistics team members when absent or re-assigned to support emergency response

Innovation/changes

Proactivity towards continuous improvement and simplification, more efficiency and saving opportunities

Support the BPEs Focal Points within Medair; ensuring policies and procedures are up-to date and serve as reference point for questions, information and training

Team Spiritual Life

Reflect the values of Medair with team members, local staff, beneficiaries, and external contacts.

Work, live, and pray together in our Christian faith-based team settings. Fully contribute to the rich spiritual life of your team, including team devotions, prayers, and words of encouragement.

Encouraged to join and contribute to Medair's international prayer network.

Qualifications

Bachelor's Degree is preferred, preferably with Supply Chain or Business Operations concentration.

Master's degree in humanitarian SCM or Humanitarian Logistics Management field (Added advantage)

Strong working knowledge of English (spoken and written).

Experience

Five years professional experience with at least 3 yrs working in humanitarian operational logistics programming.

Proven experience in emergency response deployments – desired

Experience of logistics in a cross-cultural, challenging environment.

Strong computer skills, specifically Microsoft Excel, Word, and PowerPoint.

Knowledge of international export and import protocols (medicine, medical supplies, general goods)

Inventory management: Ability to track and monitor the supply of goods, ensuring that the customers have the right amount of products in the right time, quantity, quality and delivered at the right place

Strong ability to plan, organize, prioritize, and perform multiple tasks

How to applyPlease ensure you are fully aware of the:

a)

b) Medair is committed to safeguarding the protection of beneficiaries, volunteers, staff and partners, and particularly children. Therefore, we do not employ staff whose background we understand to be unsuitable for working with children. Medair staff are required to give the utmost respect to, and comply with, .

c) (which forms part of the recruitment selection process for field positions).

Application Process

To apply, go to this vacancy on our

Please do not make multiple applications. We will not review email applications. Only English-language applications / CVs will be reviewed.

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