**Recruitment Notice**

Position Title: Supply Chain Officer (SCO)

Organization: **Arbeiter-Samariter-Bund (ASB)**

Reports to: ASB-HAITI Finance Manager

Supervises 2 drivers and 1 Handling Technician

Workstation: Port au Prince

Duration: Fixed-Term (Renewable)

Publication date: October 10, 2023

Deadline: October 24, 2023

**POSITION BACKGROUND:**

Under the leadership and supervision of the Finance Manager, this position will serve to undertake an execute the effective functioning of ASB supply chain processes including sourcing, ordering, receiving, liaising with suppliers, contract monitoring, reporting on and ensuring compliance with supply chain policies and regulations, including coordinating the procurement of day-today goods and services for ASB.

**MAIN DUTIES:**

**The Supply Chain Officer will perform the following duties, but not limited:**

* Receive request from end user and register.
* Scrutinize terms of reference/specifications for compliance
* Check completeness of documentation and compliance against Supply Chain Management principles & thresholds
* Invite price quotations for goods, services and works required by client offices in accordance with approved TOR/Specifications
* Evaluate received quotations.
* Enforce compliance in terms of Supply Chain Management policies and prescripts.
* Provide management and both internal and external clients with Supply Chain Management related advice.
* Liaise with suppliers.
* Draft comparative schedules based on received quotations.
* Implement an effective document control and filing systems.
* Provide input to supervisor for monthly reports.
* Compile procurement reports and undertake compliance monitoring checks.
* Monitor contracts and report monthly on contract monitoring.
* Provide support in maintaining effective systems and procedures for the procurement of goods and services.
* Work closely with the supervisor to ensure that the procurement of goods and services are compliant and fair.
* Support the management and monitoring of the procurement function of the Organization.
* Monitor the implementation of supply chain policies.
* Execute the organization’s procurement functions.
* Daily management of incoming requests from end users ensuring timeous turn around
* Compile procurement reports for internal and external stakeholders Supply Chain Process
* Manage internal and external customer/supplier relations.
* Monthly reporting on all Supply Chain Management activities such as spend, procurement compliance, contract spending etc.
* Train all company staff on Supply Chain Management policies and procedures and ensure adherence to processes.
* Ensure strict compliance with the rules of procurement process and supply chain cycle.
* Manage and monitor the procurement processes.
* Ensure that Vendor database has been developed, and tracked monthly to ensure that it is current and up to date.
* Undertake necessary administration related to procurement activities.
* Identify and implement optimization strategies for procurement.
* Meet with staff and management to help them determine their purchasing needs.
* Identify preferred suppliers with respect to pre-determined criteria such as price, and quality.
* Negotiate and agree all preferred supplier contracts – no preferred supplier without a contract.
* Ensure that supplier deliveries are in line with contract deliveries requirements, e.g., price, quality.
* Keep up with market trends, new products.
* Hold suppliers accountable to agreements – price, quality, service, delivery times.
* Monitor utilization of suppliers

**QUALIFICATIONS AND EXPERIENCE:**

* Associate or bachelor’s degree in supply chain management, Logistics or Procurement,
* At least 5 years of experience working as a Supply chain Officer with an international NGO.
* Will pay attention to detail and strive for continuous improvement.
* Demonstrated strong work ethic and positive attitude.
* Comfortable leading and solving a variety of problems.
* Experience with onboarding and computing.
* A professional and critical thinker with sound time management and prioritization skills.
* Experience with travel arrangements
* The ideal candidate is expected to have profound knowledge of contract management/ & Supply chain management environment.
* Organization and administration skills, quick and innovative thinking
* Presentation skills (verbal and written, writing skills) Good communication skills.
* Efficient and accurate with attention to detail
* Ability to communicate at any level of the organization.

**SUBMISSION OF APPLICATIONS**:

* Applications must be emailed to the following address: [recrutement@asb-haiti.org](mailto:recrutement@asb-haiti.org) with a copy to [achillep@asb-haiti.org](mailto:achillep@asb-haiti.org) .
* Applications must include:

- Cover letter (1 page only) including salary requirements

- Curriculum vitae

- Copy of diplomas

- Copy of National Identification Card (CIN)

Only selected candidates will be contacted for technical testing.