

POSITIONS ANNOUNCEMENT

Rwanda Country Programme, Kigali Rwanda

BACKGROUND:

Save the Children is the world's leading independent organisation for children. We work in 120 countries. We work together, with partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Save the Children works in seven regions in Rwanda with a current staff complement of approximately 50 staff. SCI Rwanda Country Office seeks to hire qualified, committed and experienced nationals to fill the following positions;

I. LOGISTICS COORDINATOR

This is a Grade 3 position.

PURPOSE OF POSITION:

Based in Kigali with frequent Travels to field offices, the Logistics Coordinator will support the members of the senior management team on the best use of Save the Children's resources. He/she offer support to the logistics staff at the country office and in the field offices. The post holder leads and manages the set-up of all logistics systems including the supply chain, fleet, and asset management in coordination with the logistic and procurement staff to Save the Children programmes and support to the programmes and advisory support to logistics staff in field sites. The post holder will ensure compliance with the organization's policies and procedures, implementation of internal and external logistics requirements and offer training to both logistics and non-logistics staff in the area offices.

KEY AREAS OF ACCOUNTABILITY:

Logistics systems and procedures, and donor compliance

- Management of all programme logistics; develop/implement the country logistics policies and procedures for the management of the supply chain: procurement, transport and distribution, warehousing and stock management, and for the management of vehicle fleets, communication systems, and assets in compliance with SCI Minimum essential Standards
- Ensure that Save the Children minimum standards and logistics policies are implemented and adhered to throughout the programme and that the requirements of the donor are also adhered to.
- Provide advice and support to senior management on logistics whilst providing timely reports
- Ensure systems in place to monitor pipeline and procurement expenditure on a monthly basis and finance monthly payment projections
- Support of field offices in creating and update supply chain and programme support plans.
- Ensure programme compliance with internal control procedures
- Assist the field logistics officer in ensuring smooth implementation of the logistics systems and procedures in the field office.
- Carry out sensibility and control checking of field office systems and procedures to the country office and recommend improvements where necessary.
- Where appropriate, be responsible for developing and implementing emergency preparedness strategies across the logistics aspects of the operation
- The post-holder will comply with all relevant Save the Children policies and procedures with respect to child safeguarding, safety and security, code of conduct, equal opportunities and other relevant policies.

Transport and Fleet:

- Managing and tracking of all vehicles on the fleet, including movement planning and day-to-day allocation.
- Manage, maintain and ensure repair of vehicles in safe and efficient work order.
- Ensure that vehicles are checked on a daily basis, and that regular service and maintenance is carried out as per agreed schedule.
- Responsible for following up all traffic-related offenses, including litigations.
- Ensure vehicles have current and lawful documentation.
- Manage service agreements related to vehicle maintenance and fuelling, Monitor fuel consumption and submit monthly reports to the Senior HR/Admin and Ops Support manager.
- Receive travel requests, and maintain trip schedules and Staff Movement Board.
- Liaise with HR for coordination with incoming and outgoing travelers on pick up and drop times ensuring drivers are briefed of movement plans.
- Compile the monthly vehicle cost schedule and produce regular vehicle performance and cost report.

Procurement and Supply:

- Ensure that the supply chain is appropriate and cost effective, based on budget, markets, infrastructure, nature of the Save the Children programmes, and need for timely delivery
- Oversee procurement requirements of the program; implement procurement as per approved guidelines, procedures and forms (Purchase Orders, Goods Received Notes, etc.)
- Check the availability and prices of requested items in the local market; liaise with program staff if procurement must be conducted there.
- Prepare a weekly summary of all outstanding purchase requisitions, showing the current status of the items and the date which they are expected to be supplied to the projects
- Prepare monthly summary reports on the procurement and logistics support functions; identifying problems in operations and solutions proposed
- Monitor procurement and logistics support costs in liaison with the Finance Manager to ensure that expenditures remain within approved budgets.
- Produce weekly procurement tracker and send to program staff.

Training

- Ensure that country office and field staff (not only logistics) staff are fully trained and knowledgeable about the requirements of SCI global manual and any local procedures
- Ensures that any donor requirements that affects the logistics procedures are notified to staff in time

Audit function

- Verify the adherence of set policies and procedures with regard to transport, warehousing, suppliers relations, GIKs, FAR and other upcoming required tasks
- Help in the preparation of Rwanda CO for audit readiness
- Support in the implementation of internal and external audit recommendations at the CO and in the field office

Leadership and team management

- Ensure effective coordination, regular communication and understanding within Logistics department and with the other departments by providing advice and mentoring

Manage and support logistics staff including ensuring appropriate team structures, clear division of responsibilities, clear objectives, management of performance and to brief and support relevant staff as required.

JOB REQUIREMENTS:

Essential

- Degree in Procurement/Logistics/Business Administration

- SCI or other similar INGO logistics management, business administration or related area experience
- Prior experience in logistics in the NGO sector, within complex/large scale country programmes and in emergency response/humanitarian environments
- Proven experience in all technical areas of logistics operations including comprehensive procurement understanding, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security
- Experience of working in remote field bases with limited infrastructure
- Experiencing in managing and supervising others in logistics
- Ability to synthesise and analyse information, and make clear, informed decisions
- Ability to build relationships quickly with a wide range of people, both internally and externally
- Strong planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities
- Fluent in English, both written and oral

Desirable

Technical experience/knowledge in specific types of humanitarian intervention e.g. Child protection, Education, construction

2. LOGISTICS OFFICER

This is a Grade 4 position.

PURPOSE OF POSITION:

Based in Gicumbi, The Logistics Officer is responsible for implementing and day-to-day management of logistics, vehicle fleet, and procurement to ensure effective, transparent and accountable logistic support to the Save the Children International Gicumbi and Kigali within the Signature Programme. Provide technical support on logistical elements of distribution.

KEY AREAS OF ACCOUNTABILITY:

Transport and Fleet:

- Managing and tracking of all Gicumbi bound vehicles on the fleet, including movement planning and day-to-day allocation.
- Manage, maintain and ensure repair of Gicumbi vehicles in safe and efficient work order including provision of fuel as per organizational guidelines.
- Ensure that vehicles are checked on a daily basis, and that regular service and maintenance is carried out as per agreed schedule.
- Responsible for following up all traffic-related offenses, including litigations in Gicumbi.
- Ensure vehicles have current and lawful documentation.
- Receive travel requests, and maintain trip schedules and Staff Movement Board for Gicumbi.
- Liaise with Logistics Coordinator and HR for coordination with incoming and outgoing travelers on pick up and drop times ensuring drivers are briefed of movement plans for Gicumbi.

Procurement and Supply:

- Facilitate the development and compilation of procurement plans for programmes in Gicumbi Office
- Oversee procurement requirements of the programme; implement procurement as per approved guidelines, procedures and forms (Purchase Orders, Goods Received Notes, etc.)
- Check the availability and prices of requested items in the local market; liaise with signature programme staff if procurement must be conducted there.
- Prepare monthly summary reports on the procurement and logistics support functions; identifying problems in operations and solutions proposed for the Gicumbi Office.

- Facilitate the development and regular update of a predetermined suppliers list of goods and service providers.

Administration and Reports:

- Develop and regularly update a database of key stakeholder contacts and businesses relevant to signature programme
- Maintain all logistic files in an organized, accurate and up to date manner including a regularly updated asset register for the signature programme.
- Coordinate, monitor and guide the work of the Gicumbi drivers and any other logistics support by organizing regular meetings and feedback sessions with them on an on-going basis
- Produce monthly procurement tracker and send to programme staff and share with Logistics Coordinator
- Produce logistics site report, vehicle and generator cost performance report.
- Ensure effective logistics operations function and strong team system are in place through close collaboration with the finance and administration departments.
- Comply with all relevant Save the Children policies and procedures with respect to child protection, code of conduct, fraud, health and safety, equal opportunities and other relevant policies.
- Carry out any other tasks required by the line manager.

JOB REQUIREMENTS:

- Diploma in Logistics Management or Business related courses
- Substantial experience in logistics, including procurement, supply chain, fleet management & inventory
- Substantial experience and knowledge of effective financial and budgetary control.
- Experience of working with local, international and government partners
- Fluency in written and spoken English
- Ability and willingness to change work practices and hours, and work with incoming teams in the event of major emergencies
- Commitment to and understanding of Save the Children's aims, values and principles including rights-based approaches
- Good IT skills

2. PROCUREMENT INTERN (3 Months Contract)

PURPOSE OF POSITION:

Based in Kigali, The post holder oversees the set-up of all procurement systems. H/She will support the management team on the best use of Save the Children's resources. The role includes sourcing support to the programmes.

KEY AREAS OF ACCOUNTABILITY:

- Work with the Logistics Coordinator to undertake market research and analysis, run tenders and set up and manage framework agreements for key items
- Deliver management reports summarising key trends in spend and performance of the team against Key Performance Indicators
- Manage suppliers professionally and proactively, providing feedback to improve performance and leading periodic review meetings
- Provide procurement support to Field Offices
- Support Logistics Coordinator to prepare the Country Supply Chain Plan and work supply routes across the country
- Support procurement Country Office Procurement in line with SCI procurement policies, processes and quality standards.

- Deliver on Save the Children Rwanda's supply plan, combining use of approved suppliers and contracted suppliers to meet the needs of the programs
- Ensure overall best value for money is achieved through a competitive and transparent procurement process considering quality, availability, time frame, transport and storage costs
- Source new products when requested by programmes and work with Save the Children EA Regional Office, programmes and Technical Advisors to identify quality standards as required
- Ensure all orders are processed in timely manner, tracked on overviews, status updates are communicated to programmes
- Ensure that all relevant documentation is filed appropriately and develop strong relations with key stakeholders /program staff to support them in improving their ordering

JOB REQUIREMENTS:

Essential

- Degree in Logistics/Procurement/Business related field
- At least some of work experience as a logistician with an international NGO.
- Some experience in procurement and contract management, including an ability to review procurement demands and trends, and to develop strategies to fill identified gaps
- Highly organised with good administration skills for order and information management, able to develop filing systems and databases to ensure an auditable trail
- High proficiency in office applications such as word, excel, PowerPoint etc.
- Highly developed interpersonal and communication skills including influencing, and negotiation.
- Fluency in English and Kinyarwanda, knowledge of French is a plus.
- Knowledge of Rwandese market and supply routes

Desirable

- Some knowledge of key institutional donors and their compliance requirements in respect of logistics and procurement.
- Commitment to Save the Children values
- Ability and willingness to change work practices and hours in the event of major emergencies
- Knowledge in budget, logistics and operations planning
- Knowledge of supply chain management in an emergency environment, including procurement, transport and distribution, warehouse and stock management

REQUIRED SKILLS AND BEHAVIOURS FOR ALL THE POSITIONS (our Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved
- Creates a managerial environment to lead, enable and maintain our culture of child safeguarding

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Future orientated, thinks strategically and on a global scale

Collaboration:

- Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, Members and external partners and supporters
- Values diversity and different people's perspectives, able to work cross-culturally.

Creativity:

- Develops and encourages new and innovative solutions
- Cuts away bureaucracy and encourages an entrepreneurial approach

Integrity:

- Honest, encourages openness and transparency, builds trust and confidence
- Displays consistent excellent judgement

Interested candidates should send an application letter plus an updated Curriculum Vitae in English, including 3 names of professional referees to: HR-Rwanda@savethechildren.org before **8th December, 2014**.

Please mention “**Logistics Coordinator or Logistics Officer or Procurement Intern**” as subject of your mail.

***Note that only shortlisted candidates will be contacted.**