



Supply Manager M/F

Juba – SOUTH SUDAN

THE ALIMA ASSOCIATION

ALIMA's aim since its creation in 2009 is to provide a high standard of healthcare in situations of emergency or medical disaster and to improve the practice of humanitarian medicine by developing innovative projects associated with medical research.

By joining us, you will integrate a young and dynamic organization and contribute to its associative development as well as its operational impact on the field. As Head of Mission, you will have the opportunity to manage challenging and innovative medical programs in the line of ALIMA's values and objectives while bringing your humanitarian experience.

Since its creation, the association and its partners have successfully developed in line with the increase in humanitarian medical needs, especially in Western and Central Africa: 650,000 patients treated in 2015 including over 48,000 hospitalizations, new governance between the partners of the medical NGO platform in the Sahel, new innovative approaches and operational research projects. With operations in ten countries, 17 projects + 7 research projects, over 1,300 employees and a budget of €35 million in 2016, ALIMA is a dynamic NGO, effectively deploying medical aid for the most vulnerable.

CONTEXT

ALIMA is supporting one health and nutrition project in Raja and one malaria response in Aweil, and is planning one future emergency project in another region au South Sudan.

South Sudan has experienced years of multiple conflicts, involving instable government and rebel group. These military and tribal conflicts have a large humanitarian impact on the population of the country.

More than 2.3 million people – one in every five people in South Sudan - have been forced to flee their homes since the conflict began, including 1.66 million internally displaced people (with 53.4 per cent estimated to be children) and nearly 644,900 refugees in neighbouring countries. Some 185,000 internally displaced people (IDPs) have sought refuge in UN Protection of Civilians (PoC) sites, while around 90 per cent of IDPs are on the run or sheltering outside PoC sites. Due to the fluidity of displacement, it is difficult to determine the number of IDP returnees. However, humanitarian partners estimate that some 300,000 will be in need of assistance in 2016. Thousands of homes have been ruined during the fighting and many people have been displaced multiple times because of repeated attacks. Thousands of people living with HIV have seen their life-sustaining treatment interrupted without possibility of resumption due to displacement.

More than 686,200 children under age 5 estimated to be acutely malnourished, including more than 231,300 who are severely malnourished. Between 15,000 to 16,000 children estimated, recruited by armed actors in South Sudan. Over 10,000 children have been registered as unaccompanied, separated or missing. An adolescent girl in South Sudan is three times more likely to die in childbirth

than complete primary school. An estimated one million children believed to be in psychosocial distress.

Mortality has been exacerbated by acute malnutrition and disease, including an unprecedented malaria outbreak and a cholera outbreak in 2015 for the second year in a row.

Hunger and malnutrition are widespread. 3.9 million People –nearly one in every three people in South Sudan – were severely food insecure and 3.6 million considered to be ‘stressed’, in September 2015. An estimated 30,000 people were facing catastrophic food insecurity (IPC Level 5) in Unity State, leading to starvation, death, and destitution. Livelihoods decimated by the conflict and economic decline, with livestock looted, killed and disease-prone and crops destroyed or planting delayed due to violence, displacement and unfavourable weather. Nearly one in every three pregnant and lactating women is malnourished.

Infrastructure losses are extensive. South Sudan is one of the most logistically challenging places in the world and has one of the most underdeveloped communications technology infrastructures. The severely under developed and under maintained roads makes 60 per cent of the country inaccessible by road during the rainy season. Prior to the conflict, healthcare was extremely difficult to access in South Sudan, with an estimated 0.15 doctors per 10,000 patients and 0.2 midwives/nurses per 10,000 people. As of September 2015, some 55 per cent of the health facilities in Unity State, Upper Nile State and Jonglei were no longer functioning. The rising cost of living and impact of the conflict have undermined people’s ability to access safe water, including due to the destruction of water points. Landmines and explosive remnants of war contaminate 110 million square metres of land.

South Sudan’s economic crisis driven by the rapidly depreciating value of the South Sudanese Pound (SSP), shortages of hard currency, global declines in oil prices, and significant dependence on imports. The price of staple foods, such as sorghum, maize and beans, are at record highs (up to 150% compared to average). The decline in oil price has crippled the Government’s social services sector and negatively affected more than 40 percent of the population. Since December 2013, an additional one million people pushed below the poverty line.

POST TYPOLOGY

Mission Location: Juba, South Sudan (with frequent field visit in the projects to support the implementation of the activities)

MISSION AND MAIN ACTIVITIES

- Define supply strategies
- Coordinate the implementation of an efficient mission supply chain in accordance with ALIMA protocols and standards.
- Organize and follow up the national and international supply chain of the missions.
- Ensure support to the field and coordination in regards with supply chain management.

FUNCTIONAL AND HIERARCHICAL LINES

- Answers to: Logistics Coordinator

- Manages: Purchaser/supply supervisor, Store Keeper
- Collaborates with: all the logistics, medical and administrative managers and the coordination teams
- Visit regularly the field for support

MISSION AND PRINCIPAL ACTIVITIES

Supply strategy of the mission

In relation with the Logistics Coordinator and the pharmacist, defines and ensures the implementation of the overall supply procedures, of an efficient supply administration and provides adapted tools to support the different supply activities.

Offers a permanent technical support to the supply team(s) as well as to all other departments in the mission (Fin, Med, Admin, etc.).

Validates the use of the supply related third parties (suppliers, transport companies, freight forwarders, etc.) proposed by the Purchaser/Procurement Officer, Logistics Manager, together with the technical referents when needed.

Follow up of activity and definition of objectives

- Describing and analyzing his activity in its environment
- Compiling and analyzing quantitative logistics statistics (consumption, stocks, distributions)
- Drawing up the logistics parts in reports for Supply activities
- Identifying the local actors impacting the supply chain: local authorities, NGOs, service providers, suppliers
- Creating or maintaining good working relations with these interlocutors
- With the Logistics Coordinator, deciding on the new supply needs for the projects
- Carrying out occasional trips to the field for evaluations and providing supply support
- Participating in discussions on the running of the project and the definition of objectives
- Making suggestions on supply strategies to the country's Logistics Coordinator: choice of transport, storage policy, types of agreements, etc.

Implementation of programs

1. Following up international supply

- Following up arrivals
- Following up customs clearance procedures
- Following up procedures for closing exportation/importation files
- Focal contact person for the Customs Clearing agent(s)/transit agent(s) and the transporter(s)
- Audit, validate and approve invoices after authorization from the Logistics Coordinator

2. Managing field orders

- Centralizing field orders after approval from the Logistics Coordination
- Working in close collaboration with the Medical Coordinator and the Logistics Coordinator for the medical orders
- Referring to the coordination for the supply options (national, regional, international)

- Coordination order processing after approval (purchase, stocks, etc.)
- Coordinating reception and dispatch (storage in transit, re-dispatch)
- Following up orders (overview of outstanding balances, etc.)
- Sharing information on order follow up with the project/field
- Informing and supporting the Logistics Coordinator on procedures and field orders (frequency, nature, etc.)

3. Stocks

- Supervise the stock management of the capital, organizing the re-supply of the stock for national and regional items
- Receiving international orders in collaboration with the Logistics Coordinator
- Following up international items in stock and keeping the Logistics Coordinator informed so he/she can place an international order

4. Local purchasing

- Checking that ALIMA procedures for national purchase, local orders and requests for quotes are followed (if purchases are over a pre-defined amount)
- Approving national and regional purchases up to a pre-defined threshold. Over this, obtaining the Logistics Coordinator's approval
- Drawing up dossiers for bids to tender

5. Dispatching/receiving

- Being the reference person for choosing the most adapted means of transport (air, road, sea, rail). Supervise dispatch and its follow up
- Checking that dispatch goes smoothly right up to arrival in the field: timeframes are respected; transport for the material is in good condition. Requesting the field to give feedback on the state of items on reception
- Approving transport invoices
- Supervise the reception and dispatch of material from and to the field

6. Compiling statistics/networking

- Carrying out data collection concerning other organisations, suppliers and transporters (contacts, prices, reliability)
- Checking the data is correct (updating the suppliers' list and price list, etc.)
- Carrying out regular market studies
- Carrying out purchase contrast of strategic Services and items (Car renting, Fuel, Stationary, WASH products, equipment maintenance and service....)
- Being in contact with the suppliers and drawing up supplier's contracts with the Logistics Coordinator

7. Budget

- Estimating purchase and transport budgets for the monthly cash requests, budget revisions and annual budget

Human resources management

1. Team composition

- The supply manager will supervise following all staff belong to supply unit in South Sudan
- In collaboration of the LogCo, define the required Human resources setup for his activity and drawing up job descriptions
- Organizing the recruitment of personnel for his activity (with the support of the HR Coordinator)

2. Managing the team

- Organizing and supervising the work of his team members
- Leading and organizing regular team meetings
- Organizing the circulation of information within his team

3. Individual reviews

- Carrying out annual individual reviews of staff under his supervision

4. Ongoing training

- Defining the training needs of his team with the project objectives
- Participating in the training of his team by accompanying individuals in their work

EXPERIENCE AND SKILLS

- Essential, working experience of at least two years in relevant jobs and previous humanitarian experience in ALIMA or other NGOs in developing countries, managing large teams. Desirable previous experience in emergencies
- Relevant experience on the job (Supply manager) with the same volume
- Good knowledge of procedures for donors such as ECHO, OFDA, UNICEF
- Qualities of diplomacy, flexibility, organization and reactivity
- Able to work under pressure, live in tense security context and do not have problems to travel frequently
- Languages: English is mandatory (written, read, spoken) ; French is an asset

CONDITIONS

Contract term: contract under French law, 6 months' renewable

Salary: depending on experience + per diem

ALIMA pays for:

- Travel costs between the expatriate's country of origin and the mission location
- Accommodation costs
- Medical cover from the first day of the contract to a month after the date of departure from the mission country for the employee
- Evacuation of the employee

Documents to be sent: To apply, please send your CV and your answers to the following questions (you'll join a Word document) :

- 1) What do you know about ALIMA and why do you want to be part of it ?
- 2) How do you place ALIMA in the NGO medical emergency landscape ?
- 3) What is your understanding of roles and responsibilities of Supply Manager in the humanitarian organization in a context such as South Sudan?
- 4) What is your approach of management of risks related to the supply chain?
- 5) What are the challenges you expect to face in this position and how will you manage them?
- 6) Please indicate your level both in English and French, written read spoken (scale between 1 and 10, 10 being native speaker).

Please send your application to candidature@alima.ngo with the reference "**Supply Manager – South Sudan**" in the subject line.

Any application without answer to the questions will not be taken into account.