**Logistics and Procurement Manager**

**Burkina Faso**

The Danish Refugee Council (DRC) has been operational in West Africa since 1998. DRC´s aim is to contribute to the peace and stabilisation, protection and promotion of durable solution to crisis-affected populations in the region. The overall strategic objective of the program is: Support peace and stabilization, protect and promote durable solutions to conflict-affected population in Liberia, Côte d’Ivoire, Guinée, Burkina Faso and Mali on the basis of humanitarian principles and fundamental human rights.

DRC is open in Burkina Faso since January 2013, Burkina Faso 3 field offices (Dori, Djibo and Kaya) and a country office in Ouagadougou. DRC’s Burkina Faso programme focuses on community recovery and development with a multisector approach.

**About the job**

Under the supervision of the Head of Support Services (HoSS), the Logistics and Procurement Manager is responsible for the effective implementation of logistics/procurement systems and functions within geographical area of responsibility with a particular focus on compliance to the Operations Handbook. He/ She support logistics/procurement staff and functions in all DRC offices". This role has a national focus and ensures compliance to DRC procedures and guidelines within the area. The role contributes to the development of area strategies, which are translated into action plans and day-to-day tasks. The role provides support and/or technical guidance to base operations.and contributing to donors and DRC’s internal compliance.

**People Management and internal communication**

* Lead, manage and coach the Logistics and procurement team (including people planning, performance, well-being and development)
* Oversee and support capacity building for expatriate and national staff on logistics and procurement issues, based on assessment of the critical support improvement needs of the Burkina Faso mission
* Work in close cooperation with programme and other support staff in Burkina Faso, and actively seek support, knowledge and coaching as necessary from colleagues in other regions and HQ

**Procurement Co-ordination**

* Review ITB (Restricted, National and International) documentation before advertising or inviting suppliers
* Provide support in ITB management (TOC report, technical analysis and contract award)
* Provide country procurement reports to relevant managers
* Organize procurement trainings for non-logistics staff and small-scale refresher training for procurement staff.
* Plan and organize regular logistics training with relevant participants (logistics, program, Human Resources and finance) to ensure agreed and uniform systems to be implemented
* Ensure implementation of CAST/audit recommendations relating to logistics/procurement.

**Fleet management**

* Ensure compliance and implementation of Operations Handbook across all field offices.
* Provide monthly comprehensive country reports on fleet management (costs) to SMT.
* Advise on any increase/improvement of fleet capacity in country.

**Asset Management**

* Ensure compliance and implementation of Operations Handbook across all field offices.
* Provide monthly comprehensive country reports on Inventory/Assets to SMT.
* Implement any available tools to improve the inventory management.
* Provide guidance in disposal methods for unused or expired Asset with prior Donor/DRC Country director approval.

**Warehouse Management**

* Ensure compliance and implementation of Operations Handbook across all field offices.
* Provide monthly comprehensive country report on warehouse inventory to SMT (list and stock value in hand).
* Provide guidance in disposal methods for unused or expired commodities with prior donor/DRC Country Director approval

**DRC Dynamics ERP System**

* Ensure proper application of ERP supply chain processes
* Apply reports and data analytics from ERP supply chain system to improve supply chain performance

**As Manager the post-holder is responsible for the following:**

* Accountable for achieving DRC’s strategic goals and objectives within the area of responsibility
* Accountable for making significant decisions on what the unit does: its purpose, functions and role, and for making commitments and decisions that require the expenditure of significant unit resources.
* Accountable for people management of direct reports, generally at least 3 employees. This includes hiring & firing, objective setting, probation, performance appraisal, development of staff, managing performance, including poor performance, etc.
* Accountable for making sound decisions based on DRC policies, MOPs, standards, and the advice of technical experts in DRC

**About you**

**Experience and technical competencies:**

* Minimum 5 years of experience in humanitarian logistics management within the field of supply chain management, fleet management, asset management, and distribution support
* At least 3 years’ experience with people management
* Knowledge and experience of dealing with service providers and contractors’ management
* Excellent computer skills in MS Word & Excel, as well as experience working with an ERP system
* Experience with standard procurement procedures and documentation.
* Experience with cash transfer programs
* Experience working in an (I)NGO
* Illustrated commitment to, and a good understanding of, the DRC’s values and mandate and the ability to bring these alive in your work
* Willing to live in shared accommodation
* Ability to work in unstable security environments and in remote management context
* **Excellent written and spoken French and English**

Desirable

* Experience in Sahelian country

In this position, you are expected to demonstrate DRC’ five core competencies:

**Striving for excellence:** You focus on reaching results while ensuring an efficient process. You strive to produce accurate, thorough and professional work with optimal use of time and effort.

**Collaborating:** You cooperate with and involve relevant parties, actively seeking their opinion and sharing key information with them. You support and trust others while encouraging feedback.

**Taking the lead:** You take ownership and prioritize my job according to DRC’s overall vision and goals. You take the initiative when confronted with a challenge or an opportunity and aim for innovative solutions.

**Communicating:** You write and speak effectively and honestly while adjusting my style and tone to the situation. You listen actively to others and involve them in the dialogue.

**We offer**

Contract length: 12 months

Level: M.F

Designation of Duty Station: Unaccompanied position

Start date: 21 October 2019

Salary and conditions will be in accordance with Danish Refugee Council’s Terms of Employment for Expatriates; please refer to [drc.ngo under Vacancies](https://drc.ngo/about-drc/vacancies). For questions regarding the vacancy please contact Yaya KONE, Head of Support Services, at hoo\_bf@drc-wa.org

**Application process**

All applicants must upload a cover letter and an updated CV (no longer than two pages) in English. **Applications sent by email will not be considered.**

Closing date for applications: 27/09/2019

If you have questions or are facing problems with the online application process, please contact our job support at [drc.ngo/jobsupport](http://www.drc.ngo/jobsupport).

For further information about the Danish Refugee Council, please consult our website [drc.ngo](https://drc.ngo/).