



#### **General information**

**Position Title:** Purchasing and Supply Chain Manager

**Country:** CAR

**Base:** Bangui, with regular travel to bases

**Duration:** 2 months (with extension subject to fundings)

**Start Date:** ASAP

**Closing date of applications:** 03/09/2023

**Reporting to:** Logistic Coordinator

#### **Job requirements:**

- At least 2 years experiences as Logistic supply manager
- Familiar with NGO working environments and standard procedures
- Solid prior experience working in complicated security contexts
- A prior experience in CAR will be an asset
- Organized and good coordination / project management skills
- Excellent communication skills
- Fluency in English and French is compulsory
- Experienced with donor procedures

***The Mentor Initiative applies a zero-tolerance approach to sexual exploitation, abuse, mistreatment or harassment, and other types of unethical behaviour including fraud. The Mentor Initiative will contact previous employers of applicants to determine if they have any history of violating international standards and codes of conduct relating to such matters.***

To apply, please send in English, your CV, letter of motivation and details of three referees (including your most recent employer) to: [recruitment@mentor-initiative.org](mailto:recruitment@mentor-initiative.org)

#### **TERMS OF REFERENCE**

### **Purchasing and Supply Chain Manager**

The MENTOR Initiative is one of the world's leading non-profit organisation dedicated to the control of malaria and other vector borne diseases in emergency settings, operating across countries in west, central, and eastern Africa, the Middle East and South America. The organisation directly delivers large scale disease control interventions to the most vulnerable communities caught up in emergencies, and in parallel, also works to build the technical and operational capacity of local and international

partners on the ground, to incorporate medium- and long-term disease control systems into their operations and country strategy

The MENTOR Initiative is looking for a highly motivated, dynamic and skilled person as its Purchasing and Supply chain Manager.

**Overall Job Purpose:**

He/she supervises the purchasing process of goods and materials necessary for the accomplishment of Mentor's programmes in the Central African Republic in accordance with the required procedures.

He/she ensures that the programmes are well supplied.

He/she is the focal point and the link between the programme and headquarters for all matters concerning procurement.

**Procurement management**

-Receive, verify, and process requests for quotations and Internal request/Purchase Request and Authorisation issued by the bases.

-Follow up on IR/PRA's and inform the team of the progress of their orders.

-Provide support to the bases logistic team for the accomplishment of purchases and the drafting of market studies.

-Write calls for tender and contracts requiring coordination validation.

-Supervise the implementation of purchases by ensuring compliance with validation rules and procedures.

-Centralize large volumes of purchases at the coordination level according to Mentor's standards and have them validated by the logistics coordinator before being sent to headquarters for validation.

-Ensure that purchasing files are complete and archived in accordance with Mentor procedures.

-Build the procurement tracker

**Coordination and administration**

-Ensure the capitalization of price lists and suppliers, as well as documentation in use (import - export, exemption request, approved list, taxes...)

-Provide weekly and monthly status reports on all purchase requests at all levels of the programme.

-Organize and prioritize purchases based on the nature of the request (emergencies, small items, international purchases, services, etc.)

-Ensure that procurement team at all levels coordinate with departments/projects to ensure that technical specifications and other details (including funding sources, delivery locations, etc.) are provided to the programme.

-Ensure that all shipping documents (air waybill, commercial invoice, packing list, etc) are available for all supplies received and shipped.

-Ensure that applications for VAT and customs duty exemptions have been submitted for all purchases, where applicable. Follow up on all requests to ensure timeliness.

-Process all purchase requests for Mentor.

**Supplier Management**

-Ensure the continuous improvement of working relationships with suppliers and more broadly the compliance of suppliers with the policies and best practices of the procurement rules and laws of the Central African Republic.

-Based on previous purchases, actual consumption, and projected purchase for specific products (such as tools, hardware, stationery, vehicles, wood, etc.), establish contracts and/or legally binding agreements with suppliers who have a proven track record of low prices, quality of goods and services, and speed of delivery.

- Research and ensure that the supplier rules are expanded as necessary and that discount opportunities are followed.
- Prevent and resolve customer complaints and disputes with suppliers.
- Ensure that the list of suppliers is tendered and updated annually in accordance with procurement guidelines and laws in force in the Central African Republic.

#### **Human Resources Management**

- Develop an action plan and assist all procurement staff in preparing their work plan. Evaluate their progress directly and indirectly through program management in the programme.
- Ensure that each person in the procurement department has a clear job description, and that it is read and approved.
- Ensure that each person in the procurement department follows purchasing policies.
- Supervise and guide procurement staff throughout the work assignment, both directly and indirectly, as appropriate.
- Ensure that purchase and supply trainings are provided to each new staff and ensure regular refresher trainings
- Evaluate the performance of staff under direct supervision.
- Participate in the sizing of the procurement department.

#### **General coordination**

- Ensure the preparation of the files to be submitted to the finance department.
- Participate to regular meetings between finance and logistic department.
- Participate in the preparation of documentations for audits.

#### **Reporting/Capitalization:**

- Consolidate monthly logistics supply reports from each Mentor bases.
- Participate in the review and implementation of logistics procedures
- Ensure the capitalization of price lists and supplier lists, as well as the documentation in use (import/export, exemption, taxes).