



## **JOB OPPORTUNITY**

BRAC is the world's largest, leading development organization dedicated to poverty alleviation and empowerment of the poor. Initiated in Bangladesh in 1972, BRAC now operates in 11 countries across Asia, Africa and the Americas. To counter poverty and promote social empowerment, BRAC strategically integrates development programs in microfinance, agriculture, health, education, human rights and legal aid, community empowerment and more.

BRAC Liberia launched in 2008 with programs in Microfinance, Small Enterprise Development, Agriculture, Food Security & Livestock, Health, Empowerment and Livelihood for Adolescents, Ultra Poor Gradation Program now impacting the lives of over 560,000 Liberians. BRAC Liberia is looking for competent, dynamic and self-motivated Liberians to fill the following regular position

### **Positions N0. Of Vacancies: One (1)**

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<b>Job Title</b>	<b>:</b>	<b>Procurement &amp; Logistics Manager</b>
<b>Tenure</b>	<b>:</b>	<b>January to Dec 31, 2021</b>
<b>Salary</b>	<b>:</b>	<b>Negotiable</b>
<b>Reports to</b>	<b>:</b>	<b>Country Director</b>
<b>Duty Station</b>	<b>:</b>	<b>County Office</b>

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#### **Main Job/ Responsibilities:**

1. BRAC Safeguarding: I commit to implement the BRAC Safeguarding policy and will work to:
  - a. Establish a safeguarding culture across all level of the Programme by implementing the safeguarding policy. Act as a key source of support, guidance and expertise on safeguarding for establishing a safe working environment.
  - b. Be responsible to ensure team members are appropriately trained, supported and have access to resources regarding issues that are identified and actioned in accordance with the safeguarding policy and procedure.
  - c. Follow the safeguarding reporting procedure in case any reportable incident takes place, encourage others to do so.
2. Work with program teams and other relevant departments to prepare, review and approve procurement plans ensuring that the delivery schedule meets program and partners plans
3. Ensure procurement of goods and services in a timely and effective manner. This includes, monitoring procurement specification, lead time and procurement status
4. Develop and nurture partnership / MOUs with suppliers for the supply of quality goods and services for program implementation and office services
5. Coordinates the drafting of project specific supply plans and annual logistic plan of the Country Office in consultation with all stakeholders (department heads, CMT) and report about progress. Provide feedback and advice on the Procurement Plans of the Programs and other Units in BRAC Liberia
6. Draft procurement tenders for advertisement following the procurement guidelines, overseas, open and close tender procedures and perform bid analysis together with the Procurement Committee



7. Coordinate the supplier prequalification process with the Procurement Committee in line with guidelines and ensure the supplier list is regularly updated to meet business demands
8. Frequently conduct market analysis to review the process of goods and services and to ensure BRAC Liberia is continuously getting value for money from the pre-qualified suppliers
9. Manage competing priorities in order to ensure successful delivery of required inputs
10. Coordinate international procurement when necessary and manage the importation and customs clearance of goods with the support from other relevant department/units
11. Developing supply options and contingency plans that support the organization's plans
12. Supporting the organization's needs for a diverse and global competitive supply
13. Prepare monthly and quarterly fuel purchase and consumption reports

**LOGISTIC:**

1. Provide technical and operational support to the country office and field office, as well as advice on application of logistics management best practice, system and procedures. Take initiative in management improvement for the logistics function
2. Assess existing logistics operations systems and advise on corrective measures to be undertaken
3. Take responsibility for the office fixed asset and stock to ensure that they are kept in status. The incumbent will also ensure that there is a record for all stock and asset which should be regularly updated in consultation with the Operations Manual
4. Generate fixed assets on a monthly basis on the technical condition , maintenance needs, lifetime/expiry (replacement, retirement), usage and returns of all physical assets including vehicles, (rented) compounds, building and their technical infrastructure
5. Under close supervision, the incumbent ensures that a country wide vehicle register is maintained, oversees allocation within the country and monitor vehicle accidents and ensure timely and accurate preparation of incident reports
6. Design, implement and manage contracts in forwarding, transport and warehousing where necessary
7. Oversee the review of the vehicle daily/weekly/monthly logbook, trips, monitors, utilization, and maintenance and fuel consumption. The incumbent reviews monthly vehicle reports before submission to CMT
8. Participate in field – level planning formulation in areas of logistics. Participate in program planning and advising on logistics consideration
9. Represent the organization interest at inter-agency logistics activities
10. Manage a local emergency stock pile and goods consolidation point in order to permit the rapid movement of humanitarian supplies. Design and implement warehouse management and commodity tracking system
11. Conduct special management reviews and or follow up on audit observations to assist in the improvement of office procedures and practices related to logistics



### **Major Challenges:**

- Need to prioritize competing demands from the different departments, taking into consideration the timeliness and importance of certain assigned responsibilities.
- Need to strengthen accountability, planning, management, value for money, adherence to policies and procedures
- Resolve a wide range of challenges which typically occurs in procurement, logistics and supplier management including general office support. The post holder should demonstrate the ability to resolve problems, think strategically while introducing innovation as needed to meet the demands of a dynamic and sometimes unpredictable operating environment
- Thinking strategically – make decisions based on a range of internal and external factors and long term impact, consults widely across disciplines
- Delivering results – Analyses objectives, considers options, plans and manages appropriately; holds self and team accountable for achieving goals
- Dealing with vendors and partners with varied characteristics, behaviors and temperament. The incumbent is expected to provide satisfactory services to all staff, vendors and partners on a daily basis, based on the areas of responsibilities above
- Working under pressure and still remain focused on results, very patient and accommodating as well as forgiving. S/he should be fair and honest to all staff
- This post also processes the business affairs of different vendors and service providers at the office, who can sometimes be very disruptive. The post holder therefore has to be firm yet very polite in handling external people at the office

### **Knowledge, Skills and Capacity**

#### **Knowledge**

- Knowledge in procurement and logistics for an international organization
- Adept at supervising the procurement and logistics policy of an international organization
- Experience in budgeting and budget control
- Computer literate ( Word, Excel, Internet and Photoshop)
- Excellent knowledge of the business environment: what goods and services are available, at what cost and where; which are the credible businesses BRAC can deal with

#### **Skills**

- Excellent Negotiation & communication skills both oral and written
- Demonstrated leadership and planning skills



- Communication skills with different vendors
- Procurement planning skills
- Very good report writing skills
- Strong Supply chain issues and how they link with Project Management
- Ability to work in a multicultural and multidisciplinary environment
- Skills to get value for money for BRAC
- Planning and organizational skills

### **Behaviours**

- Instils customer care attitude in teams and BRAC Partners
- Promotes the development of effective systems and policies
- Promotes innovation and learning
- Clear and effective communication and models BRAC values
- Builds, motivated, proactive, effective and committed teams in all the support areas
- Ambitious, realistic and action oriented
- Receptive, polite and accommodating
- Calm and patient
- Respectful and honest

### **Education and Experience:**

<b>DEGREE</b>	<b>CONCENTRATION/MAJOR</b>
BSc/MA in Procurement & Logistics or a Professional qualification and or membership of recognized purchasing and supplies institution	<ul style="list-style-type: none"><li>- Procurement &amp; Logistics</li><li>- Supply Chain Management</li></ul>

### ***Application procedure***

All qualified and interested applicants can submit a cover letter with their CVs with three referees, one of which should be your current or most recent employer/line manager, along with copy of your educational qualifications. Applications should be submitted to the email address below with position title on the subject line. [Recruitment.Liberia@brac.net](mailto:Recruitment.Liberia@brac.net)

Deadline: December 15, 2020

*Please note that only short listed applicants will be contacted. Females are strongly encouraged to apply.*

*Liberia upholds the principle of Safeguarding. Everybody within the Organization is responsible for safeguarding employees, participants and community members, everybody should intervene to stop abuse wherever possible. Everybody should report abuse.*

