

**Procurement and Logistics Coordinator**

Date of Issue: 23rd April 2019

Closing Date: 10th May 2019

Reports to: Migration Department Manager

Duty Station: Ireland - Dublin with significant national travel

Duration: 12 months Fixed Term Contract

**Background and organisational context**

The European Fund for Aid to the Most Deprived (FEAD) is designed to support Member States in addressing the basic needs of the most deprived people in our community. The Programme is for people without access to income or living in very poor circumstances. The Programme works through not-for-profit bodies to fund the purchase of food and basic material assistance. The distribution of this Fund in Ireland is known as FEAD Ireland. The Department of Employment Affairs and Social Protection is the designated managing authority for the Operational Programme for the Fund for European Aid (FEAD) to the most deprived who will have responsibility for the implementation of the programme in Ireland.

Aligned with the Irish Red Cross Migration Programme, the IRC utilise FEAD funding to support the welcome and transition of migrants into Irish Communities. Approved funding from FEAD to finances the purchase and distribution of immediate basic hygiene and wellbeing necessities for these vulnerable groups of people to support their welcome and integration into Irish Society.

**Duties and Responsibilities**

**MAIN TASKS/RESPONSIBILITIES OF THE POSITION**

* Co-ordinate the logistics for planning the delivery of goods items as required to communities and families at country level
* Working with Inter-agency, Community Welfare Officers and Resettlement workers to determine requirements of clients
* Ensure the tracking of all clients requirements across the country
* Ensure the hygiene and household needs of all clients are met
* Liaise with and draft proposals to retailers in order to acquire stock at preferred costs
* Manage Tendering processes and procurement processes
* Liaising with IRC volunteers to support with the delivery of items to clients/other and to provide other support where required
* Liaise with the Department Social Protection – providing monthly reports
* Managing a budget

Coordination, planning with stakeholders and communities:

* Work effectively with national stakeholders to obtain information, collate and plan programme
* Work with community members and support any training and information provision to families and individuals.
* Work with volunteer networks and coordinate through national services.

Logistics standards and procedure

* Responsible for implementing and maintaining standard Irish Red Cross (IRC)/Public Procurement Guidelines, logistics, procurement and distribution procedures
* Provide technical leadership in ensuring that procurement, contract and logistics management conform to IRC procedures

Budget Management

* Responsible for the running cost budget, adhering to IRC procedures
* Monitor and report on all expenditure against approved procurement, storage and distribution guidelines
* Support with any necessary design or revision of the programme budget

Procurement

* Manage tendering, sourcing, procurement and delivery of various supply kits, as appropriate, in a timely and cost effective manner
* Manage Tendering processes as required.
* Obtain quotations, prepare comparative bid analysis and purchase recommendations and, when authorised, purchase appropriate supplies. Organise delivery.
* Manage all procurement contracts for goods and services. Maintain records and track performance for all procurement contracts
* Ensure that an efficient and up-to-date asset and material tracking system is in place for all procurement and distributions
* Identify and maintain accurate supplier information for regularly-purchased items: keep informed of local market conditions and establish and maintain good working relations with suppliers

Supply chain

* Overall responsibility for the effective performance of the FEAD funded programme
* In conjunction with other programme staff, develop, maintain, update and monitor key indicators of the supply plan to meet programme objectives
* Liaise and coordinate with the relevant stakeholders regarding delivery of supplies and keep all parties informed, in a timely manner, of any changes

Personnel Management

* Provide coaching and on the job training to other national staff and volunteers with regard to building capacity at local level on logistics standards and accountability
* Support/direct these functions as necessary
* Set clear objectives for all personnel involved in the procurement/distribution chain
* Carry out performance appraisals as necessary

Filing

* Ensure that all procurement, distribution and other logistics documents are archived in a systematic manner
* Responsible for physical asset tracking
* Responsible for the submission of narrative, financial and technical logistics reports in a timely manner

Education

* Relevant university degree (such as Management, Development Studies, etc.)
* Educated to degree level, or equivalent, in relevant subject, preference for Logistics, procurement and supply chain management / or relevant experience
* Demonstrable high level of competency and experience in logistical supply chain management and procurement can substitute for degree level qualification

Experience

* Strong experience and ability to manage staff/teams, direct logistics operations and manage resources
* A minimum of 5 years’ experience in leading and managing logistics in a humanitarian organisation
* Strong experience working with Multiple Stakeholders and Planning and implementing community programmes
* Ability to motivate, lead and work effectively through others to achieve operational objectives
* Strong procurement knowledge and experience, particularly in medium to large scale integrated supply-chain management
* Ability to develop, manage and monitor budgets with regards to procurement, fleet management and resource administration

Knowledge and skills

* Good planning, analytical and prioritisation skills
* Strong communication skills – must be articulate, approachable, collaborative, supportive and an active listener, must demonstrate tact and diplomacy
* Effective reporting skills for organisational monitoring and donor accountability
* Excellent analytic and computer skills (MS Word, MS Excel, MS PowerPoint)
* Sensitive to diversity and other ethnicities
* Accountability – must take responsibility for decisions and actions, use information appropriately to assess/make informed judgments and/or take action
* Skilled in training, mentoring and coaching individuals and groups as appropriate
* Capable of influencing and obtaining cooperation of individuals not under supervisory control, and managing remote relationships, to achieve results
* Motivated self-starter, able to lead a process and engage others
* Capable and willing to deal with ambiguity, changes and challenges
* Able to prioritise work, multi-task and meet deadlines
* Willing to travel nationwide
* Excellent skills in networking with other agencies and humanitarian organisations
* Valid driving licence and car (manual gears)

**CLOSING DATE**

* Applications can be sent to eleonard@redcross.ie by Friday 10th May 2019
* Applications will be accepted with CV and cover letter indicating skills and experience for the position.

Further details can be available upon request.