

Catholic Relief Services

Position Title: Program Manager II-Supply Chain Manager
Location: Port au Prince, Haiti
Reports To: Operations Support Director
Req. No.: I 10 041

Job Background/Summary:

Before the earthquake of January 12th Haiti was the largest Country Program (CP) of Catholic Relief Services (CRS) in Latin America, with an approximate annual budget of \$25M and a national staff team of over 300 people. In the response to the earthquake of January 12th the Country Program will increase dramatically in terms of activities, annual budget, and staff. There are currently 2 large offices in Haiti (Port au Prince and Les Cayes) and 4 smaller offices: Port au Paix, Gonaives, Jeremie, Miragoine. The donor base has in the past been mostly US government, but also included the UN, World Bank and private foundations. Private donations in response to the earthquake will now be a large part of the donor base. The CP has been anchored by a five year US government grant and implemented a wide range of programming, from emergency response to HIV-AIDS assistance and Education. A large focus will now be on various emergency programming areas (shelter, water-sanitation, health, protection, distribution of food and non-food commodities, camp coordination).

This position will manage the agency's largest supply chain operations, overseeing all activities of Commodity Management and Procurement for the Port au Prince and Les Cayes offices. The Supply Chain Manager ensures compliance in the management of the commodity pipeline within the guidelines of the set by agency and donor organizations and ensures the overall quality management and delivery of CRS food and non-food resources. S/he negotiates warehouse facilities, transportation resources and logistics services. S/he estimates annual commodity requirements; develops and manages commodity pipelines, storage and dispatch plans; maintaining warehouse and commodity management control systems; and preparing operational documents and reports. S/he collaborates closely with other departments of CRS as well as CRS partners from planning through implementation and close out of programs. S/he supervises the Commodity Manager and their team and the Deputy Supply Chain Manager and their team. The position also supervises the Transportation Manager, ensuring that all vehicle movements are planned and tracked carefully and efficiently, while also ensuring that the country program is compliant with CRS safety guidelines. S/he represents CRS at Logistics, Transport and other coordination meetings.

Job Responsibilities:

1. Encourage and positively reinforce open and continuous coordination and collaboration with the other departments within CRS Haiti, particularly with the program officers and their staffs. Ensure that the Supply Chain team provides goods and services of the highest quality, in the most cost-effective and efficient manner.
2. Ensure the efficiency, accountability and transparency of the warehousing and commodity delivery operation of the CRS emergency relief program in accordance with CRS and donor regulations, policies and procedures.

3. Develop and oversee the commodity pipeline(s) in accordance with US government regulations.
4. Coordinate with programming staff to determine the types and quantities of operations support, relief supplies and equipment that will be required immediately and over the longer term to meet program objectives.
5. Plan – strategically and tactically – the immediate and longer-term logistical requirements necessary to store and transport relief supplies.
6. Assess logistical infrastructure, utilizing local knowledge, including: road, rail and water transportation systems; warehouse facilities (central, intermediate and extended); means of transportation (land, air and water); commodity and equipment vendors.
7. Identify storage facilities, transportation resources and leasing options; share storage facilities and transport if possible with UN agencies, other NGOs or partner organizations. Make full use of “common services” as available and appropriate.
8. Coordinate supply chain planning and implementation with other agencies.
9. Budget costs of personnel, goods, services and leased assets.
10. Hire and train staff.
11. Prepare and share regular reports on commodity acquisition, movements, distributions and replenishments.
12. Set up a viable filing system for all Supply Chain documents.
13. Maintain up-to-date field office equipment and furniture inventories.
14. Determine local logistics service requirements, ensure procurement procedures are followed to select service providers, negotiate prices and terms, select service providers, and prepare contracts.
15. Establish and oversee the application of warehouse and commodity systems and procedures.
16. Coordinate with programming to plan and prioritize procurement for the immediate, short- and longer-term. Determine required or desired specifications of commodities, packaging, delivery schedules, etc. Inform staff of expected lead times for goods and equipment.
17. Ensure CRS procurement policies and procedures are in place and adhere to. Assist with set up of effective and efficient file system.
18. Oversee implementation of vehicle management and control system: vehicle logs, VMS (Vehicle Management Software), daily checks, maintenance and repair schedules, travel planning, etc.
19. Identify and meet the training needs of warehouse and partner commodity management staffs.
20. Communicate openly and frequently about security
21. Set a good example of self-care. Identify stress in team members and support constructive coping behaviors.

Emergency Competencies:

Each CRS staff member working in emergencies is expected to use the following competencies to fulfill his or her responsibilities and to achieve the desired results.

- Communicates strategically under pressure

- Manages stress and complexity
- Actively promotes safety and security
- Manages and implements high-quality emergency programs

Supervisory Responsibilities: Commodities Manager, Deputy Supply Chain Manager, Transportation Manager, and Shipping/Port Officer

Key Working Relationships

Internal: Country Representative, Director of Emergency, Programming, PMII MQ, Purchasing department; HQ Purchasing department; Santo Domingo Purchasing team, Programming/Technical leads

External: Partner agencies, local government, and commodity buyers.

Qualifications:

1. Minimum Master Degree in Public Administration, Business Administration, International Development or related field.
2. Minimum of five years previous work-related skill, knowledge, and experience as Supply Chain Manager or related position, especially in the management of US government food commodities.
3. Knowledge and understanding of generally accepted commodity accounting principles.
4. Experience managing staff in different cultures, preferred.
5. Excellent active listening skills, and proven ability to build capacity and transfer knowledge through formal training setting and through ongoing professional development.
6. Above average active learning and complex problem solving skills and analytical abilities.
7. Good judgment, decision making critical thinking skills.
8. Good monitoring skills: monitoring/assessing performance of self, other individuals, and systems to make improvement or take corrective action.
9. Professional proficiency in French and Creole, strongly preferred. English proficiency required.
10. Proven ability to analyze and synthesize complex numerical data through aggregated reports and narrative comments.
11. Literacy with Microsoft Office and expert usage of database software skills a plus
12. Strong communications (verbal and written) abilities

This job description is not an exhaustive list of the skill, effort, duties, and responsibilities associated with the position.

EOE/M/F/D/V

If you are interested, please submit your cover letter and resume to Andrea Morton at amorton@crs.org **AND** Ted Henning at ehenning@crs.org.