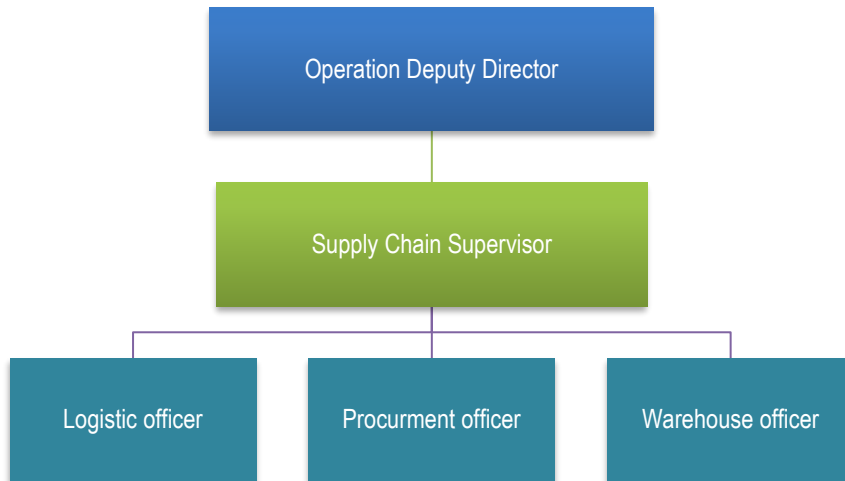


Position Name (Title) :	Supply Chain Supervisor	Position Level:	TBD
Reporting to (Title) :	Operation Deputy Director	No. of Direct Reporters:	3-4
Version:	2023	Sector /Department/Section :	Program Support

Position Reporting Lines



Main Job Purpose

Supply Chain Supervisor supervises the flow of goods, resources and information required by the staff and organization to ensure the all processes run effectively and achieve organizational goals and performance KPIs. Oversees team and supervise the different functions in the Unit including admin, procurement, property management, , logistics , and other functions to optimize the supply chain.

Objectives

- Planning of supply chain strategies.
- Identifying supply chain improvement opportunities.
- Optimizing operations.
- Negotiating contracts to maximize value
- Monitoring business management risks.

Accountabilities

1. Create a supply chain strategy, review and adapt the available procedure and operational manual accordingly ensure ut meets all legal requirements and global high standards
2. Supervise, mentor, and develop the team. Leading informal communication by way of the regular team, one-to-one, meetings and development sessions. Ensure team members are fully supported to enable them to deliver on their personal objectives to meet departmental targets.

3. Ensure day-to-day administrative processes are streamlined by working with team members to improve processes and communication lines within their area of the supply chain.
4. Confirm accuracy of inventory by reviewing counts, signing off on final counts and performing random review of documentation
5. Troubleshoot/problem solve all supply chain related problems to ensure adequate vendors and proprieties management.
6. Set and agree with the team on the KPIs for each function and report KPIs against it
7. Monitor all supply chain functions to ensure they run smoothly and respond to organizational, project make and program needs.
8. Maintain supply chain inventory and records.
9. Develop and implement safety guidelines in all aspects of the supply chain
10. Communicate and negotiate with suppliers and vendors to land more suitable-deals.
11. Any other relevant and reasonable duties as assigned.

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • Program head / Unit Managers • Project and program staff • Shared service Center Accounting and grants staff. 	<ul style="list-style-type: none"> • Vendors/Suppliers • Donors • Partners and Sub-recipients • External Auditors. • MOSS

Working Environment

The position follows the normal working environment of the organization.

Indoor: 95%

Outdoor: 5%

Working Hazard: 0%

Working Days: 5 days per week

Days Off: 2 days per week

Working Hours: total 8 hours with flexible start time from 7.30am to 10.00am)

Position Dimensions

POSITION DIMENSION	
Level of Authority	Authority Within the Departement
Budget Control	Administering a Budget for a Supporting Function
Budget Amount	From 1 to 25 Million EGP

Hiring Authority & Promotion	Coach New Employees
	Supervises More Than Three Employees
	Recommend Supervised Employees for Promotion
	Approve Hiring New Employees
Consequence of Error	Impact Own Department
CARE Skills	Level 4

Job Requirements

Education:	BA in Supply Chain Management, or relevant field
Experience:	<ul style="list-style-type: none"> • 5-7 years • Critical thinker and problem-solving skills. • Knowledge and experience of contract management and procurement activities. • Strong analytical and negotiation skill
Computer Skills	<ul style="list-style-type: none"> • Hands-on experience with supply chain management software (such as SAP) • Advanced Excel skills (including Vlookup, Hlookup, IF, Average and Match) • Extensive and up to date use of MS Office and ERP system
Languages:	<ul style="list-style-type: none"> • Excellent command of English language. • Arabic

Reports

Signatures

		Date
Employee		
Manager		

Human Resources		
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