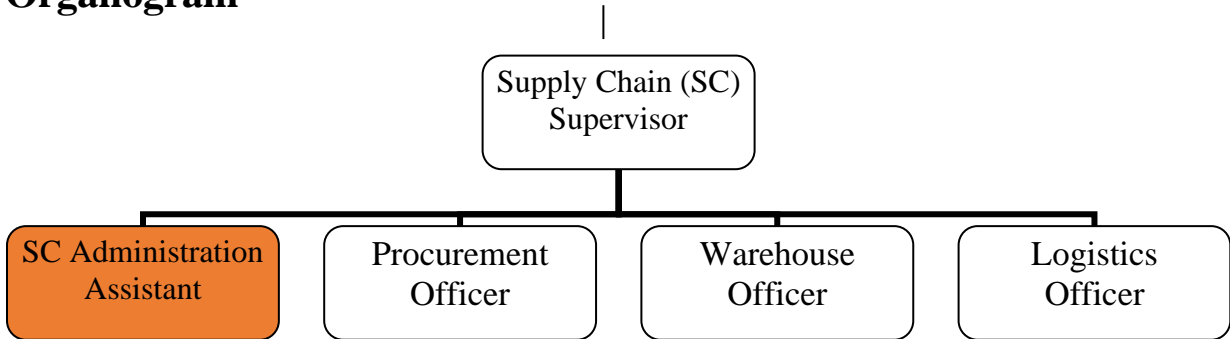


# CARE SC Hub – Gaza Response POSITION DESCRIPTION

## Organogram



**Position title:** Supply Chain (SC) Administration Assistant

### CARE USA Core Values Commitment:

The core Values Commitment describes who we are, what we do, and how we do it. It reflects our core values of LEARNING, INTEGRITY, DIVERSITY, EQUALITY, and EXCELLENCE, which serve as a foundation for all what we do. The core Values Commitment articulates our shared expectations of each other including our board, staff, volunteers, interns, partners and contractors globally.

### Project summary:

The Supply Chain hub has been established to support the emergency response to the conflict escalation in Gaza strip. The main purpose of this project is to lead and facilitate provision of life saving assistance to those affected by conflict. The Supply Chain Hub hosted by CARE Egypt will be responsible for procurement and transport of humanitarian goods to support CARE Palestine's Gaza Crisis, in line with CARE's WBG Response Plan. All procurement passing through the supply chain hub will be in line with the CARE Gaza Response Plan and various donor and CARE Policy compliance. Prioritization of items will be based on current humanitarian needs, and shipment and procurement will be approved by the Emergency Response Director. CARE Palestine and CARE Egypt will ensure close coordination and collaboration throughout the procurement, warehousing, and transport process in consultation with the relevant stakeholders such as the Egyptian Red Crescent (ERC), UN OCHA, LogCluster, etc.

### Role Profile:

The purpose of the Supply Chain (SC) Administrative Assistant position is to assist the SC hub team to compile all relevant documents and preparation of payment request for purchase of all goods and services including completion of various templates (Eg. ERC service request form, Logcluster storage request form, COGAT approval request form, etc), preparation of cash forecast every month, keep proper filing of Supply Chain documents and prepare/update procurement status reports and shipment tracking sheet in coordination with the SC hub team and relevant external stakeholders.

## **Responsibilities and Tasks:**

### **1. Supply Chain roles**

- Under direct supervision of the SC supervisor, ensure the overall documentation and recording of the SC hub is kept in good order.
- Once Purchase order is issued to suppliers, collect all documents including purchase request, proforma invoice, bid analysis and other supporting documents from procurement officer and maintain until delivery is carried out.
- Receive goods/service receiving note from storekeeper/service receiver.
- Prepare payment request for suppliers based on the issued purchase order, invoice and goods/service receiving note.
- Support the SC supervisor in completing the Procurement Status Report (PSR) and ensure timely availing to the wider team frequently and at least weekly.
- Coordinate with suppliers to arrange sample checking and verification before items are purchased.
- Facilitate execution of Purchase contract in coordination with the procurement Officer.
- Manage Petty cash purchases for the SC hub operational activities.
- Record all documents that are handover to finance unit.
- Support the SC Supervisor in compiling monthly SC report (Procurement, Logistics and warehouse statuses)

### **2. Records Management:**

- Keeps records of SC documents and status of ongoing activities within the SC hub.

### **3. Reporting and Documentation**

- Assist in preparing weekly procurement status report & send to all team at C-Palestine, CARE Egypt and relevant external stakeholders when required.
- Files all SC documents, particularly Procurement transactions in an orderly manner for control and reference purposes
- Prepare cash forecast for the month based on the pipeline purchases with reference to Procurement Status Report

### **4. Performs Secretarial Duties.**

- Follow up with CARE Palestine to confirm receipt of items delivered in coordination with SC Supervisor, logistics officer.
- Follow up with finance for timely disbursement of suppliers' payment.
- Coordinate with CARE Egypt to ensure shipment requests submitted to ERC are in order.

### **5. Performs any other duties as assigned.**

### III. PROBLEM SOLVING (Thinking Environment)

The job requires coordination with multiple stakeholders; accordingly, the SC Administration Assistant is expected to be solution oriented and supportive in discharging her/his day-to-day responsibilities to the expected standard and professionalism.

### IV. QUALIFICATION

#### A. EDUCATION/TRAINING

**Required:**

- College Diploma in Management or related fields.

#### B. EXPERIENCE:

**Required:**

- 4 years' experience as Supply Chain Admin Assistant, Operations, Procurement or related work.

#### C. TECHNICAL SKILLS:

- Good communication skill in written and spoken English.
- Well organized and ability to act in a professional and ethical manner.
- Good skills in computer applications; specially in word excel.
- Firm belief in teamwork, gender equality, sensitivity to HIV/AIDS, participatory approach and sustainable development.

#### D. COMPETENCIES

Respect, accountability, courage, excellence, integrity, adaptability, communicating with impart, contributing to team success, planning and organizing, proactive problem solving, technical and professional knowledge, firm belief in gender equality.

### V. CONTACTS/KEY RELATIONSHIPS

The SC Administrative Assistant will have working relationship with the Humanitarian Director, Supply Chain Supervisor, Procurement Officer, Warehouse Officer, Logistics Officer, finance officer, CARE Palestine team and CEF staff with both program and operations. She/he is also expected to establish and maintain working relations with supplier's service providing organizations and other external stakeholders such as ERC, Log cluster and Peer-INGOs when applicable.

### VI. WORKING CONDITIONS AND LEVEL OF TRAVEL REQUIRED.

**Incumbent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Immediate Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Next Level Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_