



## **JOB TITLE: Supply Chain Officer (Logistics)**

**DEADLINE: 23 Jan 2025**

Founded in 1956, The Danish Refugee Council (DRC) is a humanitarian, non-governmental, non-profit organization providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities – in more than 40 countries around the world. DRC has been implementing emergency response projects in Tanzania since the onset of the Burundi refugee crisis in 2015 in three refugee camps in the Kigoma Region at the border with Burundi. DRC's integrated projects for refugees, asylum seekers and host communities comprise sectors such as Camp Coordination and Camp Management (CCCM), Protection (CBP, PSN, GBV, CP and Legal), Shelter and infrastructure, and Economic Recovery.

### **Overall purpose of the role:**

Providing logistics support at Kasulu and Nyarugusu Refugee Camp. This includes fleet, warehouse, procurement, assets management, generators management and other supply chain duties.

### **Main responsibilities:**

- Responsible for provision of Logistics support.
- Responsible for fleet management
- Responsible for inventory management
- Responsible for provision of warehouse management support
- Recognizing all expired and obsolete/obsolescence to be disposed and doing the needful.
- Responsible for management of assets and equipment
- Ensuring vehicles, generators and tricycles are efficiently managed
- Preparing weekly movement plan and ensuring all movement are well planned and organized in a proper manner
- Ensuring safety and security protocols are well observed at all times

- Preparation of logistics and stock reports which should be shared on time as per DRC Supply Chain guidelines

**Experience and technical competencies:** (include years of experience)

- Minimum 3 years working with Refugees context
- Experience with ERP system. (DRC dynamics)
- High level of professionalism
- Experience in working with International organizations is an added advantage. Mainly UN agencies
- Experience in Supply Chain i.e Procurement, Fleet, warehouse and assets management
- Experience in working as a team
- Experience with meeting deadlines

**Education:** (include certificates, licenses etc.)

- Degree in Supply Chain or Business Management is required

**Languages:**

- Fluent in English
- Kirundi is an added advantage.

**Information**

**Employment category:** Band H

**Reporting to:** Supply Chain Team Leader – (Logistics and Fleet)

**Technical Line Manager:** Supply Chain Manager

**Direct report:** N/A

**Unit/department:** Supply Chain

**Location:** Nyarugusu/Kasulu

**Key stakeholders: (internal and external)**

- Donors
- Vendors
- Danish Refugee Council staff
- Beneficiaries

**APPLY HERE**