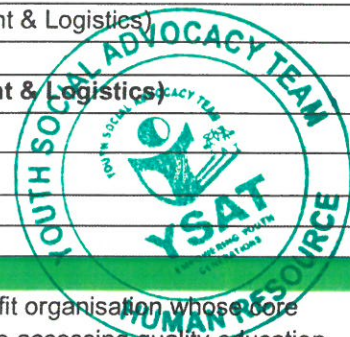




YSAT JOB ADVERTISEMENT REF: YSAT/UG/AD/CFA/2024/007

Job Title:	Supply Chain Assistant (Procurement & Logistics)
Duty Station:	Adjumani Field Office - Pakelle
Reports to:	Supply Chain Officer (Procurement & Logistics)
Opening & Closing Date:	23 rd August to 10 th Sept 2024
Employment Category:	Regular (Full Time)
Expected Start Date:	As Soon as Possible
Contract Duration:	24 Months (Possible Extension)



Organization Background:

YSAT - Youth Social Advocacy Team is a refugee youth-led non-profit organisation whose core mandate is to **support conflict affected youth** by tackling barriers to accessing quality education, sustainable Livelihoods and addressing root causes of violent conflicts to promote peace and self reliance for refugees and vulnerable host communities in Uganda using our own experiences as refugees.

YSAT has been legally registered to operate in Uganda with National Bureau for Non - Governmental Organizations Reg. **No.4743** as a regional NGO with thematic focus areas in: Community Based Protection, Food Security and Livelihoods, Education in Emergency, Environment & Energy, Evidence-based research and Advocacy spread across the districts of; Terego (Imvepi), Madi-Okollo (Rhinocamp), Adjumani with HQ based in West Nile, P.O. Box 661 Arua, Uganda.

Purpose

YSAT is seeking a competent **Supply Chain Assistant (Procurement & Logistics)** for the Uganda Refugee Resilience Initiative (**URRI**), a 4.5-year project with funding from the Royal Danish Embassy to enhance climate resilience of women, men and youth in refugee and host communities and promote inclusive, cohesive, and environmentally sustainable development in refugee-affected areas in line with local priorities. **URRI** project will be implemented in Adjumani, Lamwo and Kyegegwa districts targeting both host communities 65% and refugees 35%. The project will be implemented in a Consortium led by Save the Children, World Vision Uganda, AVSI Foundation, Youth Social Advocacy Team (**YSAT**), Kabarole Research Centre (KRC), Uganda Network on Law Ethics and HIV/AIDS (UGANET) and Response Innovation Lab (U-RIL).

The project has 3 outcome areas: (i) Enhanced climate adaptation and resilience for women, men and youth in refugee and host communities through inclusive climate-smart agriculture, (ii) Sustainable management of the environment in refugee-affected areas through inclusive interventions leading to enhanced conservation of natural resources, biodiversity, ecosystem services, and productivity, and (iii) Enhanced gender equality and women's empowerment and rights among refugees and host communities in relation to agriculture, climate change adaptation and sustainable management of the environment.

Roles and Responsibilities

Procurement Management:

- Manage procurement requirements of Adjumani Field Office as per YSAT Procurement policy
- Check the availability and prices of requested items in the local market – Market Assessment
- Prepare a weekly summary of all outstanding purchase requisitions (Updated Procurement Tracker), showing the current status of the items and the date which they are expected to be supplied to the projects
- Prepare monthly summary reports on the procurement and supply chain support functions, identify problems in operations and propose solutions.
- Monitor procurement and supply chain support costs in liaison with the Finance unit to ensure that expenditures remain within approved budgets.
- Reconcile supplier invoices with Finance unit using the invoice and update Procurement Tracker accordingly

Fleet Management

- The Supply Chain Assistant is responsible for supporting the management of vehicle fleet, assets, communications and procurement processes to ensure effective, transparent and accountable Supply Chain support to YSAT Program in Adjumani Field Office
- The Supply Chain Assistant is responsible for the supervision of Drivers/riders and assigning Driver/riders for each vehicle/motorcycle and travel request.
- Ensure that YSAT Hired vehicles are checked on a daily basis, and that regular service and maintenance is carried out as per agreed schedule
- Responsible for tracking of all vehicles on the fleet, including movement planning and day-to-day allocation
- Ensure vehicles (cars/motorcycles) have current and lawful documentation.
- Manage service agreements related to vehicle/motorcycle maintenance and fueling.
- Monitor fuel consumption and submit monthly reports
- Receive travel requests, and maintain trip schedules and Staff Movement plan.

Inventory and Store Management:

Store Management:

- Assist in managing stationery items and consumable stores effectively and efficiently.
- Receive requisition and provides supplies to concern staff.
- Issue out and support with requested items for training/workshop/meeting based on filled training form.
- Receive commodities and/or items in good condition using Good Warehousing Practice.
- Count and record the goods received with appropriate documentation
- Conduct quality checks in receiving goods into the warehouse.
- Supervise loading and offloading of delivery and distributions
- Ensure proper storage of commodities/supplies/equipments
- Ensure pest control is in place and is monitored on a daily basis
- Ensure proper stock inventory management and documentations.
- Preparation of weekly / monthly consumption report
- Check and maintain Store security measures, e.g. locks, windows, and maintain YSAT key management practices.
- Report to the line manager / security responsible in case of problems

Asset Management

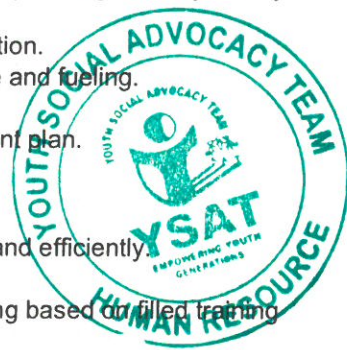
- Maintain up-to-date inventory of all assets using an asset register and recording all asset movements and disposals.
- Oversee the issuance and return of assets to/from staff
- Ensure good condition of assets, and maintain asset condition reports.
- Ensure leased properties are in good habitable conditions for Adjumani Field Office including repairs in consultation with landlord/landlady.
- Establish and maintain a list of contact details for preferred service providers including carpenters, electricians, service providers, plumbers, generator servicers and builders and make this list available to staff.
- Report any defective communication equipment or service and check on running costs with Finance to ensure no misuse occurs.
- Ensure the data network (internet) is operational and cost effective. Report any defective IT or office equipment to the Adjumani Office Manager/Team Leader

Communication and Safety

- Ensure adherence to communication protocol at Adjumani field Office level.
- Ensure that all communication systems in Field Office are maintained and staff trained in their proper and effective use
- Report all security incidents in writing in a timely manner
- Safeguarding: Ensure that stakeholders and suppliers that we work with comply with YSAT safeguarding policies.
- Ensure that all equipment and supplies in Field Office are maintained in a safe/secure manner

Reports

- Maintain all Supply Chain files in an organized, accurate and up to date manner; develop shared electronic and manual files to ensure easy access to information.
- Line manage, coordinate, monitor and guide the work of the drivers any other Supply Chain support staff by managing performance on an on-going basis



- Produce weekly procurement tracker and send to Supply Chain Officer (Procurement and Logistics)
- Produce Supply Chain site report, stock status report, vehicle and generator cost performance report.
- Update Asset Register and send to Head office on monthly basis
- Comply with all relevant YSAT policies and procedures with respect to child protection, code of conduct, fraud, health and safety, equal opportunities and other relevant policies
- Work in close collaboration with the finance and administration departments to ensure effective operations and strong team spirit
- Carry out any other tasks required by the line manager or designate.

Qualifications

- At least a diploma in Business Administration, Supply Chain, Management or other related fields
- At least 3 years' work experience and preferably with experience in the Humanitarian Response
- People management skills and Supply Chain management experience
- Professional supply chain qualifications, taking ownership of all responsibilities and commitments
- Experience with SAP/ ERP platforms like Odoo will be an advantage
- Ability to prioritize own workload, work independently, be pro-active, innovative.
- Proficient in computer skills with an excellent working knowledge of spreadsheets and databases.
- Thorough understanding of standard procurement and logistics rules and guidelines.
- Proven ability to be flexible in demanding situations.
- Ability to handle a large volume of work systematically, effectively, and accurately.
- Ability to; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.
- An understanding of Uganda local laws and other compliance regulations.
- Ability to navigate new technologies easily.



APPLICATION PROCESS:

Submit a soft copy of your application, an updated curriculum vitae/resume, Recommendation letters from 3 professional referees and copies of your academic documents **ELECTRONICALLY** to the Human Resource Office via: hr@youthsat.org | admin@youthsat.org OR, drop **Hard copy of applications** and CVs/Resume to **World Vision Office in Adjumani Town, OPM** (Pakelle town).

Deadline for receiving applications is 10th of Sept 2024 at 05:00PM (EAT)

YSAT is an equal opportunity Employer, guided by our Diversity Principle and Core Values, we don't discriminate on gender, ethnicity, religion, geographical background or political affiliation. This position is open to both **Refugees** and **Ugandan Nationals** who have competency and working experiences in Project management.

Qualified female candidates, Persons living with different abilities are STRONGLY encouraged to apply and will be highly PRIORITIZED! YSAT is committed to **Zero Tolerance** for **Fraud, Corruption & ALL forms of Exploitation** while providing Humanitarian Services, **NO** Applicant should be required to pay for our services including application for this job opportunity, please report any suspected misconduct to: complaintsfeedback@youthsat.org | **Call 0776443727 to report.**

Please note:

1. Only selected applicants will be contacted to take part in the next steps of the recruitment process. No confirmation of receipt of your application will be provided.
2. **Due to the urgency in filling the position, applications may be reviewed and processed before the deadline and Interview will be conducted on rolling basis.**
3. Submitted hard copies of academic documents will NOT be returned to the applicant after reviewing them.
4. Please note that, incomplete applications **will not be considered** for shortlisting.
5. A recommendation letter from LC /RWC bearing stamp and signature will be an added advantage.