# JOB DESCRIPTION

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| **Job Title:** | **Division:** |
| **Head of Supply Chain**  | **Programmes**  |
| **Location:** | **Responsible to:** | **Date:** | **Rank:** |
| **London** | **Director, Institutional Delivery**  | **May 2018** | **2** |

1. **JOB PURPOSE**

To lead the federation in ensuring availability of sexual and reproductive (SRH) supplies and medicines to IPPF Member Associations (MA); managing IPPF’s third party agent responsible for the procurement of commodities and providing technical and strategic leadership to support strong supply chain management (SCM) systems throughout the Federation.

1. **KEY TASKS**

Describe the main activities undertaken by the job holder. The list need not be exhaustive, but should reflect the most important features of the job.

1. To lead on representing IPPF amongst external partners including UNFPA, Reproductive Health Supplies Coalition (RHSC) and donors on SRHR supplies meetings and working groups.
2. To provide strategic leadership and facilitate technical assistance to Regional Offices (RO) and/orMA colleagues by identifying capacity gaps in SCM and building system strengthening strategies for improved SCM to include; supply chain systems design, accurate forecasting and quantifications, inventory management, ensuring reproductive health commodity security.
3. To manage and monitor IPPF’s external agent identified to support the procurement and delivery of commodities on behalf of IPPF’s Member Associations. To report on the performance of the procurement agent, seeking continual improvements to ensure RH commodity availability.
4. In collaboration with IPPF’s procurement agent, identify, develop and manage the relationships with new and existing suppliers and third party logistics services. Serve as senior technical lead to and on behalf of IPPF on representing and informing IPPF cutting edge developments in SCM in the INGO, pharmaceutical and medical sectors.
5. To provide technical advice to the programme division by supporting specific service delivery programmes/projects to ensure the full and comprehensive integration of SRH supplies in the wider access agenda.
6. To lead the federation in ensuring appropriate Quality Assurance (QA) standards for SRH Commodities in line with pharmaceutical best practice are in place and adhered to.
7. To manage and ensure Invitations to Tender (ITT) and/or Requests for Proposals (RFP) as appropriate for goods, works and services are in compliance with the IPPF and international procurement and quality assurance principles and processes.
8. To maintain and update as required the IPPF commodity catalogue ensuring that appropriate description is used to ensure clarity of specification. Ensure commodities offered through IPPF’s catalogue are aligned with the endorsed IPPF service provision.
9. To lead on SCM component of proposal and tenders/bids development as part of IPPF’s resource mobilisation.
10. To ensure gender is effectively mainstreamed within the remit of the post and in line with IPPF’s Gender Equality Policy.
11. To build and maintain positive relationships with all members of staff, and contacts within and outside of the Federation.
12. To become familiar with the Federation’s Health and Safety Programme and Guidelines for using Visual Display Units. To do everything possible to ensure a healthy and safe working environment, including following instructions and guidance.
13. To undertake such other reasonable duties as may be requested from time to time.
14. **RESPONSIBILITIES**

Describe: a) staff responsibilities carried out by the job holder.

* Line management of Central Office (CO) based SCM staff
* Management of third party agent in charge of IPPF’s procurement

 b) financial responsibilities carried out by the job holder.

* Management, oversight and signatory of departmental budget.

 c) advisory responsibilities carried out by the job holder.

* Advises and supports colleagues in CO, ROs and MAs on commodity planning and supply chain issues

**PERSON SPECIFICATION**

1. **EDUCATION & QUALIFICATIONS**

Describe the likely educational/training background of the job holder.

* Post-graduate or equivalent standard of education (or equivalent experience) in supply chain management or related field.
* CIPS Professional Diploma or equivalent supply chain management qualification, and/or MCIPS designation.
1. **PROVEN ABILITY**

Describe the minimum level of professional experience required to do the job.

* Advanced application in international supply chain management, preferably in SRH in the INGO, health or pharmaceutical sectors. Ideally to include developing country experience.
* Proven track record of senior technical leadership in supply chain management roles, preferably in managing SRH programmes.
* Experience managing third party procurement agents to ensure commodity availability
* Working knowledge of international development and SRH issues and supplies
* Working knowledge of tendering procedures and procurement contract legislation.
* A track record in team leadership; managing and motivating staff.
* Experience in capacity building and training on supply chain systems improvements
* Direct experience working externally with bilateral, donor and implementing organizations on addressing commodity security issues, preferably in SRH context
1. **SKILLS**

Detail the skills needed to do the job, including languages.

* Excellent written communication skills
* Excellent interpersonal and verbal communication skills
* Strong influencing and negotiating skills for engaging with senior internal and external stakeholders.
* Solid project management skills to manage complex projects and processes
* Commercially astute with proven analytical skills
* Fluent English – verbal and written, with fluent French or Spanish desirable
* Excellent IT skills (to include a working knowledge of NetSuite, Purchasing and Sales modules Software – desirable).
1. **PERSONAL COMPETENCE**

Describe the characteristics of effective job performance, eg. sound judgement, ability to maintain confidentiality.

* Ability to travel internationally – about 30 days a year
* Ability to maintain confidentiality e.g. sensitive commercial data