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**Job Description**

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| **Position:** | Supply Chain and Logistic Manager |
| **Reports to:** | Project Manager |
| **Location:** | Wassit, Baghdad |
| **Duration:** | 01 November 2020 – 31 May 2021 |
| **Start date:** | 01 November 2020 |
| **Deadline for Submission** | 22 October 2020 |

1. **Overview**

**Background;**

OROKOM has been operating in Iraq since 2009, to respond to the needs of the most vulnerable people affected by ongoing conflict in Iraq. OROKOM has a country office in Baghdad, and area offices in Wassit, Anbar and Basra. OROKOM national program strategy for 2018-2020 is to empower the communities in all governorates of Iraq and assist the vulnerable and affected groups to re-integrate with the community through focusing on Education, Agriculture, Income Generation, WASH and shelter interventions, Security Sector and Social Cohesion and social assistance. OROKOM’s target population will be new underserved communities and locations, with a focus on IDPs returning to destroyed and disrupted communities unable to reintegrate due to insecurity and responding to short-term displacement as a result of localized conflict and asymmetric attacks.

**Purpose of the Role:**

The purpose of the Supply Chain and Logistic Manager position is to implement day to day support functions, and implementation of the OROKOM procurement and logistic policies. The main duty of Supply Chain and Logistic Manager is to manage the warehouse operations and procurements according to OROKOM policies, handbooks, guidelines and donor requirements. Supply Chain and Logistic Manager will be reporting to Project Manager.  The position will be based in Wassit Area Office.

**Responsibilities**

* **Key Responsibilities**
* Manage inventory as well as warehouse, transportation, and other logistics processes
* Develop new strategies to streamline processes and reduce cost
* Ensure that quality, quantity, customer satisfaction, and financial commitments are met
* Perform metrics reporting and data analysis tasks to identify issues and opportunities for process improvements
* Partner and communicate with manufacturers, suppliers, and customers
* Manage and develop logistics staff
* Create and manage budgets
* Other duties as assigned

**Qualifications**

* **Job and person specifications**
* A university degree in Engineering, Management Logistics or Supply Chain Management or Equivalent
* At least (4) four year of experience working in supply chain and logistic field in a humanitarian/recovery context.
* Full knowledge and skills using MS Excel, Word and Outlook.
* Have the ability to prioritize responsibilities, carry out multiple tasks simultaneously, and able to meet deadlines.
* Good in spoken and written English and Arabic is a must.
* Knowledge of humanitarian principles and code of conduct is desired.
* Knowledge and experience of working in procurement field
* Managing resources to optimize results
* Computer skills in Word, Outlook and Excel.
* Strong organizational skills.
* Good communication skills and ability to work as part of a team.
* Able to work independently and energetically.

**Notes:**

* The post will be for (7) Seven months contract duration with possibility of extension- subject to funds and satisfactory performance.
* Duty Station:  Wssit, Iraq
* Female candidates are strongly encouraged to apply
* Attach your updated CV in English (recommended length 1-4 pages)
* Only short-listed candidates will be contacted.
* The completed CV should be sent no later than 30 September 2020 and to the following emails

[hr@orokom.org](mailto:hr@orokom.org)

[director@orokom.org](mailto:director@orokom.org)