



## TERMS OF REFERENCE

<b>Position:</b>	<b>Supply Chain and Operations Officer – Tehran Field Office</b>
<b>Location:</b>	Tehran, Iran (with Travel to field where RI operates when required by supervisor)
<b>Duration:</b>	One year including 3 months probation period (with possible extension)
<b>Reports to:</b>	<b>Line Manager:</b> Head of Tehran Field Office <b>Technical Supervisor:</b> Supply Chain and Operations Coordinator - Country Procurement Lead
<b>About RI:</b>	<p>Relief International is a leading nonprofit organization working in 20 countries to relieve poverty, ensure well-being and advance dignity. We specialize in fragile settings, responding to natural disasters, humanitarian crises and chronic poverty.</p> <p>Relief International combines humanitarian and development approaches to provide immediate services while laying the groundwork for long-term impact. Our signature approach -which we call the RI Way- emphasizes local participation, integration of services, strategic partnerships, and a focus on civic skills. In this way, we empower communities to find, design and implement the solutions that work best for them.</p>
<b>RI in Iran:</b>	<p>Relief International has been active in Iran since 1989. The Iran operation focuses on providing and improving access to health, education and livelihoods to Afghan refugees – with protection effectively mainstreamed across our activities. Relief International is a major actor in disaster response in Iran and currently implements a large scale COVID-19 response. We support national CSOs as well as coordination and advocacy with other INGOs, UN agencies and Governmental partners to improve the overall humanitarian and development response.</p>
<b>Position Summary:</b>	<p>Under the supervision of the Head of Tehran Field Office and technical supervision of Supply Chain &amp; Operations Coordinator, the Supply Chain &amp; Operations Officer is responsible to ensure compliance with RI and local laws and regulations with regards to logistics, procurement and supply chain management (Procurement, Warehousing, Fleet, Inventory and Asset Management). He/she will serve as the office based point of external contacts, provides all necessary logistical support to office team and assists the Head of Tehran Field Office with daily tasks and responsibilities.</p>



## **Position Responsibilities and Duties**

### **Procurement**

- Conduct all procurements / tender processes in accordance with RI policy and procedures to ensure the highest standard of compliance, transparency and integrity, and relevant donor requirements are met;
- Obtain quality supplies/services needed for delivery at the time and place required;
- Be responsible for the timely and accurate completion of procurements which are directly related to needs of activities in country. Liaise with programs to ensure appropriate quality, quantity and pricing of purchased goods;
- Prepare bidding forms and Request for Quotation Documents (RFQs) to obtain quotations/bids as per required process ensuring all relevant information is captured from suppliers for valid quotes;
- Prepare Comparative Bid Analysis (CBA) for review by the Procurement Committee and obtain the necessary signatures for approval from budget-holders and finance department;
- Raise Purchase Orders to place the order with the selected supplier and follow up the delivery to the required location;
- Follow up on invoices and ensure they are received from suppliers, correctly calculated and sufficiently detailed and meet the standard set forth in RI procurement manual, and follow up on related payments;
- Maintain Procurement Plan (as requested);
- Ensure that the Procurement Tracker, Agreement Tracker and Supplier Database are maintained up to date;
- Research potential suppliers and conduct regular market surveys to ensure RI is achieving "Best Value for the Money";
- Ensure that vendor watch list checks are carried out for every purchase, updated regularly and recorded appropriately;
- Provide feedback to Supply Chain and Operations Coordinator on performance of the suppliers;
- Keep track of all procurements in Tehran Field Office and set up filing and archiving system for operations documents;
- Provide support to Country Office and other field offices whenever required.

### **Asset and Inventory Management**

- Ensure effective systems are put in place to track Inventory from the point of receiving, storage, dispatch and at partner or distribution level;
- Maintenance of inventory system;
- Maintain up to date list of all assets in the office and follow asset management procedures;
- Development of the disposal/ replacement Plan;
- Maintaining and updating records of all inventory lists (database) and correct tagging and tracking all Assets (Asset Register Log Sheet), Inventories & Consumables;



- Responsible for physical inspection and location verification of the respective RI Tehran field assets/ inventories to be completed on a regular basis;
- Responsible for assets disposal reporting (as needed) and following timely disposal procedures;
- Responsible for maintaining updated Staff Assignment Forms, GRNs, WBs, Release and Disposal Forms.

#### **Warehouse Management**

- Organizing deliveries to and dispatches from RI warehouses/suppliers and ensuring all the necessary documentation is completed and correctly filed for Audit;
- Liaise with suppliers and transport companies to ensure goods are delivered in full, on time, to the correct location and are safely stored with the correct documentation;
- Prepare GRNs, WBs and participate in the joint verification of procured goods and equipment with Requester and ascertain that the item conform to specifications / Quality and Quantity as stated in the Purchase Order;
- Maintain & proper filing of GRNs, WBs, Release Forms, Donation Certificates, & Distribution lists;
- Support the implementation of robust warehousing systems/storage keeping and ensure all stock is correctly checked. Recorded, stored and issued as per RI regulations;
- Maintain accurate and regular reports of warehouse stock balance and stock left over (by each project closure).

#### **Fleet and Transport Management**

- Ensure all departments have adequate and timely transport/dispatch plans through regular and constructive communication with Safety, Programme and Operation staff;
- Develop and maintain robust systems for the management and payment of service providers for the movement of staff and supplies between locations in Iran, complete with the appropriate documentation (incl. day-hire vehicles for programme visits, flight bookings, airport pick-up/drop-off, couriers, etc.);
- Ensure all vehicles used by RI (owned, rented, hired) are well maintained, safe and roadworthy and that drivers are reliable and competent;
- Develop and maintain system to record efficient servicing and maintenance of all vehicles according to RI fleet Management guidelines;
- Ensure that an organized filing system is in place, which should include vehicle logbooks, records of work done, vehicle and service provider performance, insurances and etc;
- Ensure transport services are cost efficient and reliable. Ensure the efficient coordination and timely delivery of supplies to projects.

#### **Daily operation requests**

- Office supply purchases through Petty Cash;
- Assists organisation of seminars, meetings, workshops in coordination with requesting Department;
- Tehran Field Office petty cash custodian;
- Ensures good internal communication and information flow with relevant departments and RI colleagues.



*Any other duties that may be assigned from time to time.*

#### **Safeguarding**

- Uphold and promote RI's commitment to ensuring the safeguarding and safety of the vulnerable communities we serve.
- Consistent with RI's safeguarding and protection policies, ensure all people who come into contact with Relief International are as safe as possible.

#### **Equity and Diversity commitment**

- Demonstrate sensitivity and understanding of systemic diversity and cultural differences.
- Ensure that gender equity is addressed in our staffing and programming.

#### **Qualifications & requirements**

This position demands a dynamic individual with a demonstrated ability to achieve results in a demanding and fast-paced environment.

- Minimum 5 years of relevant work experience.
- Previous work experience in the field of supply chain management and procurement.
- Previous experience in the NGO sector will be a distinctive asset.
- Exceptional analytical, organizational, managerial and communication skills.
- Excellent interpersonal, communication skills required, including patience, diplomacy, willingness to listen and respect for colleagues and partners.
- Excellent time management skills and resourcefulness with strong attention to detail.
- Highly organized and high level of coordination.
- Fluency in English both writing and speaking is required.
- Information and computer literacy (MS Office package).

#### **RI Values:**

We uphold the Humanitarian Principles: humanity, neutrality, impartiality and operational independence. We affirmatively engage the most vulnerable communities.

#### **We value:**

- *Inclusiveness*
- *Transparency and accountability*
- *Agility and innovation*
- *Collaboration*
- *Sustainability*

#### **How to apply.**

If you are interested in this job, please email your cover letter and CV in English to [tehran@ri.org](mailto:tehran@ri.org) and mention the <Job Title\_FULL NAME> in the subject line. **Applications close on 3 June 2021.**

**Due to limited resources, only short-listed candidates will be contacted.**



Note to external agencies, we will not be accepting CVs from third parties.

**Relief International is committed to protecting our staff and the communities we work with from abuse and harm including sexual exploitation, sexual abuse and sexual harassment.**

**All staff are expected to abide by our Code of Conduct.**

Recruitment to all roles in Relief International include a criminal records self-declaration, references and other pre-employment checks, which may include police and qualifications checks.

Relief International is committed to diversity and gender equality; we strongly encourage female candidates to apply.