



## JOB DESCRIPTION

<b>Position:</b>	Supply Chain Officer
<b>Reports to:</b>	Head of Facilities and Procurement
<b>Location:</b>	London, UK
<b>Salary:</b>	£32,500
<b>Grade:</b>	<b>7B</b>
<b>Contract:</b>	Permanent
<b>Hours:</b>	Full time (37.5 hours)

## BACKGROUND

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster.

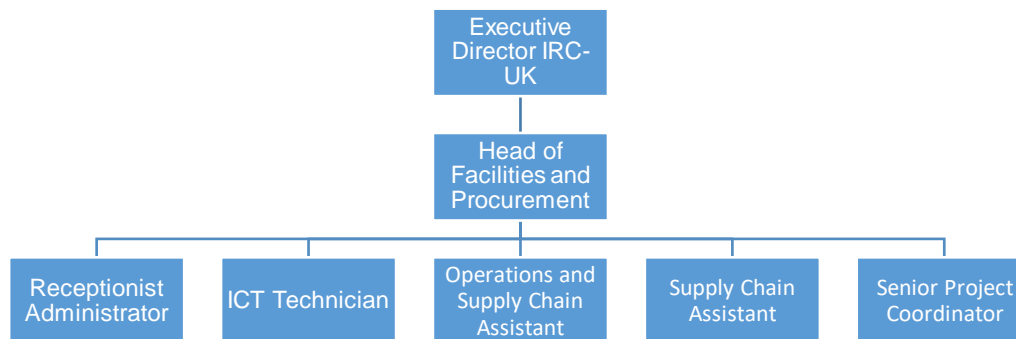
The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in more than 40 countries, providing emergency relief, relocating refugees and rebuilding lives in the wake of disaster. Through over 20 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient.

The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

## IRC-UK

IRC UK is part of the IRC global network, which has its global headquarters in New York. Our team in the UK works to raise profile, deliver policy and practice change, and increase funding to help restore health, safety, education, economic wellbeing and power to people devastated by conflict and disaster. Since 2021, IRC UK has also provided integration services directly to refugees in England, a programme that is rapidly growing. In Europe, the IRC also has offices in Berlin, Bonn, Brussels, Geneva and Stockholm.

## Team Chart



### **The Purpose of the Role**

Support the UK HQ and UK RAI functions within IRC-UK and contribute to effective management of our Supply Chain processes

### **Scope and Authority**

#### Authority:

- None

#### Responsibility for Resources:

- Responsible for daily activities of the supply chain function both physical and digital

### **Key Working Relationships**

- Reports to Head of Facilities and Procurement.
- Works closely with RAI UK Head of Programmes and RAI UK project managers.

## **KEY ACCOUNTABILITIES**

### **Supply Chain management**

- Keep records, contracts, supplier database up to date.
- Maintain inventory tracking system INTEGRA as required
- Review and Place Purchase Requests and Purchase Orders
- Action Supply Chain processes and purchasing
- Creating and managing procurement documents and Processes as required
- Research potential suppliers
- Due Diligence
- MDM coordination and support
- Assist with preparing and disturbing supply chain communication with internal and external stakeholders.
- Actively support procurement training to stakeholders
- Prepare cost analyses.
- Support high value projects.
- Liaise and maintain relationships with IRC suppliers.
- Support cross boarder / international supply chain requirements.
- Participate in UK and Global Supply Chain meetings and events as required.

### **IRC-UK RAI UK specific**

- Support in the organisation of events and workshops planned by the RAI team
- Work closely with colleagues to handle logistics for in person training sessions including sourcing venues and materials, in compliance with IRC supply chain procedures and coordination with external vendors.
- Ensure RAI-UK compliance with GSC policies and donor procurement requirements
- Ensure RAI-UK team equipment and support needs are met, including the ordering and distribution of all resources in an efficient and timely manner.
- Work closely with programme team to handle logistics for delivery of IT equipment and obtaining and saving IT equipment and client receipts
- Support in procurement panels / assessment related to RAI suppliers
- Ensure that IRC finance system, Integra, is kept up to date with purchase orders, including making timely amendments/deletions to maintain accurate records of unsettled commitments
- Ensure new supplier details are shared appropriately and set up as vendors in Integra
- Ensure consistent and structured filing of procurement related documentation database for RAI UK grants and contracts
- Support non-supply chain staff to understand and follow IRC UK's procurement policies and procedures
- Provide supply chain updates relating to UK RAI (e.g., for Quarterly Implementation Meetings, donor reports)

### **General Support**

- Willing to take on Fire Marshal and First aider duties
- Willingness to assist with adhoc operational tasks

### **PERSON SPECIFICATION Support**

#### **Essential**

#### Skills, Knowledge and Qualifications:

- Knowledge of procurement processes, policies, and procedures
- Strong emphasis on accuracy and detail
- Willingness to go the extra mile
- Strong written communication skills
- Ability to handle multiple projects simultaneously to meet goals and deadlines
- Proficient in Microsoft Office programs, such as Excel and office 365
- Good time management and organizational skills
- Use of independent judgment and initiative
- Be a great teammate
- Good numerical skills.
- Commitment to IRC's values

#### Experience and Desirables:

- Experience of dealing with external suppliers and service providers

You must have the right to work in the UK.

The application deadline for this role is XXXX. Interview will take place on XXXX.

IRC-UK strives to be an equal opportunities employer. IRC-UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.