

DISTRIBUTION AND LOGISTICS OFFICER

Position:	Distribution and logistics officer
Reporting to:	Country Out grower Manager
Number of positions	1
Location	Rwanda
Duration:	1 year contract renewable

e-GRANARY aggregates farmers for market leveraging technology running on mobile phones to help smallholder farmers improve production and maximize their profits. e-GRANARY aims to reach over 100,000 farmers in Eastern Africa and transform their livelihoods. We are looking for Head of distribution and logistics to help us get inputs to farmers on time and collect quality produce from farmers effectively. The ideal candidate quickly absorbs new information, forms and expresses sound strategic judgements, motivates everyone around them, and is equally comfortable defending their opinion and learning from their mistakes.

Purpose of the Job

This person will be in charge of the supply chain management and e-GRANARY's overall logistics and distribution strategy. This includes everything from designing, field testing and the execution of the whole process from recruitment, training and managing distributor network relationships, warehousing and inventory management and building and implementing systems with a keen eye towards tracking business risk. This includes tracking, supervising and improving the systems to respond to inventory loss, quality issues, customer complaints and fraud prevention and quality monitoring processes. Support the larger logistics and distribution team as the team and organization grows

Key Job Responsibilities

- Plan and manage the movement of freight and coordinate with suppliers and distributors to ensure smooth transition.
- The coordination of order cycles and the efficient allocation of staff resources
- Consistently monitor the quality and efficiency of goods storage and transportation.
- Organise the safe and efficient storage and distribution of goods, and to ensure that orders are fulfilled (carried out) correctly.

- Analyse logistical problems and plan transportation routes for vehicles carrying goods.
- Operating IT systems to manage timings, costs and stock levels
- Analysing data to assess performance, discover logistical problems and devise plans for improvements
- Negotiating and agreeing contracts
- Planning for and negotiating technical difficulties
- Preparing paperwork for regulatory bodies
- Perform phases of sourcing activity to ensure best value and within required lead times for a variety of requirements in e-Granary Uganda Office, including analysis of overall budgetary impact for all types of procurement transactions
- Lead in the preparation and implementation of the annual procurement plan supported with budget and timetables.
- Effectively negotiate with suppliers on a wide variety of commodities (protective equipment, vehicles, materials) and services for the best overall value to the project
- Contribute to the supply chain management efforts up to and including logistical support from the ordering point through the follow-up, expediting, and delivery of the required goods and/or services.
- Prepare, issue, and negotiate RFQ(s) for assigned procurements such as materials, equipment, commodities, works and services.
- Understand and ensure compliance with legal guidelines, contracting principles, sourcing and price/cost analysis requirements.
- Provide leadership of overall property management and inventory control, reports, reconciliations for both expendables and non-expendables according to e-GRANARY rules and regulations.
- Conduct cycle inventory reconciliation and conduct planned inventory and maintain an updated asset and inventory records for the project.
- Ensure timely reporting on stock status to the Country Manager and help project staff plan stock replenishment in various locations.
- Ensure adherence to e-GRANARY standard procurement operating (SOP) procedures.
- Conduct logistics training workshops for project staffs on storage, distribution, and inventory control.
- Maintaining proper records for all the procurements handled at country office both in soft and hard copies files.

- Maintaining an updated Supplier database and contracts database
- Ensure proper documentation of all Logistics and procurement transactions. Prepare and submit to Finance Department for payments for service providers in compliance with the RAC requirements.
- Responsible for supplier management, providing information on e-GRANARY compliance procedures, and providing continuous feedback on what is required.
- Perform other duties as assigned by the Country Manager from time to time.

Reporting roles :

- Develop and submit weekly, monthly, quarterly and end of year reports to the Country Manager.
- Reporting on inventory movements for all warehouses and being accountable for any and all losses.
- Reporting on Customer Complains relating to any Agro dealer, Farmer group aggregation centre inventory/stored goods and following up to their resolution.
- Reporting on Agro dealer Complains relating to Quality of goods picked from a warehouse and following up to their resolution.
- Prepare of weekly work plans and reports.
- Any other tasks assigned by your supervisor.

Note: The role of the Distribution Logistics cannot be limited to the specific duties and tasks detailed herein. The success of e-Granary mission is the highest priority and all issues which arise must be addressed accordingly. Therefore, she/he will be required to manage all unforeseen issues and circumstances and remain flexible to perform any other duties, as and when required.

Educational qualifications, experience and competences

- Bachelor's degree in a field such as transportation, business, or supply chain management.
- Minimum 3 years' experience in a busy organisation preferably a company dealing with agricultural commodities.
- Knowledge of International reporting standards
- Good organisational and personal skills
- Financial integrity

- Problem solving and team player

Contract duration The selected candidate will be offered a one year renewable employment contract based on performance with possibility of extension subject to availability of funds.

Desired start As soon as possible. Please send your application letter and CV, together with an indication of your current salary and compensation package to procurement16@eaffu.org not later than 30th March ,2021.

Application will be reviewed and interviews conducted to identify appropriate candidates as soon as possible.