



LOGISTICS AND PROCUREMENT SUB UNIT MANAGER

POSITION SUMMARY: The Logistics & Procurement Sub Unit Manager will report to the Director of Finance and Administration and be based in Dar es Salaam. He will have an overall responsibility of managing Procurement/Logistics, Grants and Contracts departments; and will work closely with Senior Management Team, Finance, Program and Other operational Teams. She/he will also specifically work with other external and internal stakeholders such as Sector Specialists/Advisors, Project Managers and area coordinators at their respective field offices. In consultation with the Sub-grants Officers, she/he will ensure implementation of sub grants policy and sub-contracting procedure of ICAP and donors Rules & Regulations at all levels in their respective regional Subs and Service agreements. This role also encompasses distribution management within logistics, including transportation, warehousing, and monitoring the flow of goods and supplies to the Eight (8) regions where ICAP Tanzania work.

MAJOR ACCOUNTABILITIES

Sub Grants and Agreements Management:

1. Identify potential Sub grants/Service agreements and establish relationships with selected Subs and Service agreements in the respective regional office in line with ICAP's strategic priorities, policies and procedures (including sub-agreement policy in ICAP SOPs). Ensure a transparent Subs and Service agreements' assessment process including Due Diligence and Subs and Service Agreements' Capacity Assessment to support effective engagement in Subs and Service agreements with ICAP in the regions.
2. Prepare a sub grant-opening meeting for all new Subs and Service agreements. Participate in prospective Subs and Service agreements' proposal review including review of the proposed budget and compile comments for further sharing with the DAF Subs and Service agreements' improvements through Subs and Service agreements representatives, Sub Grant Officer, DAF and Sub and Service team in ICAP New York Office.
3. Advise and support Programs for using the correct agreement formats according to the sub grants policy for any new sub grants engagements in line with ICAP SOPs. Prepare and support in MoUs, sub-grant agreements and ensure relevant sub-grant agreements documents are prepared before signing agreements. Monitor and conduct review of support documentation to ensure adherence of all clauses in subcontracts/ sub-grant agreements/MOUs are met by Subs and Service agreements under your supervision.
4. Check the correctness of monthly and quarterly liquidations (CMER reports) & support documents from Subs and Service agreements and recommend the necessary



improvements- Document any communications in sub grant files. Carry out autonomous field checks and visits to support and build capacities of the Field Subs and Service Agreements Finance teams. Prepare monthly & quarterly budget monitoring reports (burn rates) for Subs and Service agreements- as monitoring mechanism to mitigate any over/under spent in time.

5. Implement mechanism to ensure joint monitoring and communication with Subs and Service agreements to maximize impact of project or strategic engagement in the respective region. Coordinate and participate in reviews of Subs and Service agreements' work and facilitate Sub grant's close out process with Sub grants Specialist.
6. Help to promote quality & accountability practices among all implementing Subs and Service agreements through joint monitoring with Program staff and Subs and Service agreements representatives. Assist in providing technical assistance to Subs and Service agreements in issues related to CDC/ PEPFAR compliance, Budget Templates and guidance on exchange rates (losses and gains).
7. Support and conduct Risk/Capacity Assessment of potential Subs and Service agreements before any engagement with ICAP. Support Sub Grant Officer in identification of capacity gaps of Subs and Service agreements and staff and help to develop plans to ensure capacities of Subs and Service agreements and staff are built accordingly.
8. Any other responsibility as may be assigned by Supervisor.

Procurement Logistics:

1. Manage and ensure all deliveries to each required regions are completed effectively and all supplies are accounted for. Manage the delivery of goods/services to ICAP ensuring the team correctly accounts for all items. Ensure all procurement follows the organizational procurement procedures and all orders are made correctly with the right authorization
2. Establish a clear procurement plan ensuring that requests are managed effectively ensuring sufficient time is provided to complete all necessary processes as per ICAP SOPs and funders regulations.
3. Ensure all procurement requests are completed correctly and the duties of collecting quotations is segregated amongst the team to prevent conflict of interest in line with ICAP SOPs.
4. Oversee the procurement analysis of all supplies/services by working with procurement team and ITC ensuring detailed procedure and selection process is clearly outlined within the analysis section. Support team members to present suppliers with procurement committee meetings. Ensure clear documentation for supplier selection is obtained for auditing purposes.



5. Provide agenda; organize for all procurement committee (ITC) meetings with suppliers, detailing minutes of committee meetings.
6. Ensure the Conflict of Interest Policy is upheld throughout all processes of procurement, Report to manager any concerns regarding procurement processes.
7. Manage the Approved Supplier List. Ensure all suppliers uphold the terms and conditions of the agreement and in need of sourcing or changing current agreements organize procurement committee to facilitate any necessary additions and changes. Conduct price checks on all procurement conducted and manage the team to negotiate strong value for money.
8. Manage all supplies for the organization, ensuring the administration team are logging all incoming and outgoing supplies and any discrepancies are investigated and reported. Manage the process of procurement and delivery for project supplies to office/sites/training/events, ensuring all items are logged in and any extra supplies are returned back to the office and logged correctly where necessary. Organize quotations and payment of insurance and renew this annually.
9. Maintain proper records of Assets and inventory update disposal Plan as necessary.
10. Any other responsibility as may be assigned by Line Manager

REQUIRED COMPETENCIES AND QUALIFICATIONS:

1. **Required:** Bachelor Degree in Procurement and Logistics, Business Administration or Finance/Accounting with Logistics and procurement background.
2. **Preferred:** Masters' Degree in Supply Chain, Logistics or related field will be an added advantage.
3. **Required:** Eight (8) years' of experience in public or private sector working within Logistics, Procurement and Grants Management with four (4) years' relevant experience in similar role.
4. Must have sufficient expertise of management of Service agreements and building capacity of Subs.
5. Must have sufficient knowledge of contract management.
6. Highest Level of integrity.
7. Negotiation skills are highly desirable
8. Excellent communication skills, including writing and presentation skills. Fluent in both Kiswahili and English.
9. Strong computer skills.
10. Good writing and analytical skills.