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| **Management Service Consulting** |

# Recruits

# JOB INFORMATION

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| **Field** | **Detail** |
| Job Title | **HEAD OF SUPPLY CHAIN** |
| Deadline | Mai,02, 2022 |
| Actual | 1 |
| Division | Finance |
| Department | Finance |
| Location | DRC/Kinshasa |
| Dotted Line Reporting (Guidelines and Frameworks/functional advisory - does not set Decisions) | functional advisory |
| Incumbent Supervisor (Second Level) | CEO / Group Head of Supply Chain |
| Incumbent Supervisor (First Level) | Finance Director of the company |
| Subordinates (1st Level) | Procurement Supervisor / Inventory Supervisor |
| Subordinates (2nd Level) | Procurement Officer/ Logistics Officer / inventory Officer |
| Subordinates (3rd Level) | None |
| Dotted Line Subordinates | None |

**PERFORMANCE CRITERIA**

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| **Main Purpose** |
| Be responsible for the purchasing activity within a Local Market,* Define, establish, and implement the governance of Local Market procurement system and processes
* Negotiate and finalize contracts according to the needs of the business units
* Determine a procurement strategy with in the purchasing categories and in collaboration with the global category managers at group and the local business units
* Provide insightful management information on a monthly SCM scorecard of operational KPIs and inform the Ex Co of key supplier decisions
* Develop strategic relationships with suppliers by ensuring that all new suppliers are risk assessed in a consistent manner across THE COMPANY before sourcing activities commence.
* Evaluate the ongoing performance of suppliers twice a year and identify and implement collaborative improvement opportunities
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| **1 - SCM Governance: Weight: 20%** |  |
| **Key Performance INDICATORS** | **Performance Standards/Targets** |
| **1.1** | * Provide Local Market views at the SCM board/forum either directly or via

the regional head | Pricing efficiency (%) versus the previous year as measured by the Red Book of Savings% Spend managed by strategic procurement center at group% of orders through catalogues Spend managed per FTE, Savings managed per FTEAverage payment days |
| **1.2** | * Support the operating processes for the P2P Process in all aspects, including systems which are supporting procurement in the purchasing department and the business units
 | Same as above |
| **1.3** | * Cooperate with Network department in administration of the purchasing systems
 | Same as above |
| **1.4** | * Improve, develop, and adopt purchasing systems and processes according to user needs
 | Same as above |
| **1.5** | * Create change requests / problem notes
 | Same as above |
|  | Supply Chain reporting:* Track savings by function and other criteria according to the Red Book

process* Identify key suppliers through supplier spend report
* Report resuthe companys of Supplier Performance Management
* Track improvement in PO compliance and utilization of B2B hub (e.g.

trading volume with intercompany)* Report on working capital
* Track financial performance actual against budget (own cost center)
 | 100% compliance |

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| **2 - Strategic Purchasing: Weight: 20 %** |  |
| **Key Performance INDICATORS** | **Performance Standards/Targets** |
| **2.1** | * Define physical fulfilment strategies and prioritization of sourcing

implementations in cooperation with group and Business Partners | Pricing efficiency (%) versus the previous year as measured by the Red Book of Savings% Spend managed by strategic procurement center at group% of orders through catalogues Spend managed per FTE, Savings |

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|  |  | managed per FTEAverage payment days |
| **2.2** | * Build up a supplier base (potential and active)
 | Same as above |
| **2.3** | * Manage supplier relationships
 | Same as above |
| **2.4** | * Prepare annual purchasing budgets based on planning requirements of business units for the actual and the following year
 | Same as above |

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| **3 – Procurement Processes and Supplier Performance Management: Weight: 20 %** |  |
| **Key Performance INDICATORS** | **Performance Standards/Targets** |
| **3.1** | Supplier Performance Management Lead and manage the 3-step process1. Qualification
2. Evaluation (twice a year)
3. Optimization
 | 100% compliance |
|  | * Manage and steer the purchasing process from demand to delivery
 | 100% compliance |
|  | * Operational Demand Management - prepare forecasts by supplier, manage stocks & obsolescence
 | 100% compliance |
|  | * Fulfil the requirements of the business partner
 | 100% compliance |
|  | * Adhere to corporate governance policies
 | 100% compliance |
|  | * Manage the tendering procedure
 | 100% compliance |
|  | * Ensure that the best and most cost-efficient Supplier will be chosen
 | 100% compliance |

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| **4 – Logistics: Weight: 30 %** |  |
| **Key Performance INDICATORS** | **Performance Standards/Targets** |
| **3.1** | Select carriers and negotiate contracts and rates. | Pricing efficiency (%) versus the previous year as measured by the Red Book of Savings% Spend managed by strategic procurement center at group% of orders through catalogues Spend managed per FTE, Savings managed per FTEAverage payment days |
| **3.2** | Plan and monitor in bound and outgoing deliveries. | Same as above |
| **3.3** | Supervise logistics, warehouse, transportation, and customer services. | Same as above |
| **3.4** | Organize warehouse, label goods, plot routes, and process shipments. | Same as above |
| **3.5** | Respond to any issues or complaints. | Same as above |
| **3.6** | Research ideal shipping techniques, routing, and carriers. | Same as above |
| **3.7** | Work with other departments to incorporate logistics with company procedures and operations. | Same as above |
| **3.8** | Evaluate budgets and expenditures. | Same as above |
| **3.9** | Update and evaluate metrics to assess performance and implement enhancements. | Same as above |
| **3.10** | Ensure all operations adhere to laws, guidelines, and ISO requirements. | Same as above |

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| **4 - Support and Advisory Services to Senior Management: Weight: 10%** |  |
| **Key Performance INDICATORS** | **Performance Standards/Targets** |
| **4.1** | Participate in entity strategy mapping. | Opco growth, achievement of strategic objectives. |
| **4.2** | Provide advice and guidance to functional management on approaches, projects and programs in their respective functional areas. | Achievement of Opco targets. |
| **4.3** | Partner with cross functional teams to investigate unusual trends in the operations of the business. | Achievement of Opco targets. |
| **4.4** | Supports senior management team and functional department heads within depth data driven analysis of business situations. | Achievement of Opco targets. |
| **4.5** | Prepare performance and other reports for the board of directors and senior management team. | Prepare quarterly reports every quarter; |

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| **Key Decisions:** |
| * Decides on appropriate amendments to company policies
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| * Decides on appropriate framework to ensure compliance.
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| * Financial Strategy:
	+ Staffing levels for the departmental section.
	+ Which projects to prioritize and which ones to put on hold or to reject completely.
	+ Which policies to adopt in response to assessed business risks e.g. fraud, failure to achieve business objectives, competition etc.
	+ Finance strategy responses to variances observed against targeted performance.
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| * Operational – which expenditure request to approve or reject completely.
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| * Decides on which investment project is worthwhile to pursue and which is not.
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| **Accountable for:** |
| * Investment appraisals and preparation of business cases
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| * Post investment appraisal and reporting thereon
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| * Budget, Forecasting and Management Reporting
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| * Internal Controls
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| * Finance Teams Performance
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# Job Requirements

* Qualifications

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| **Formal Qualifications Required** | **Essential / Desirable** |
| * Degree in Accountancy
 | Essential |
| * Professional accounting qualification such as CA/ACCA/CIMA
 | Optional |

* **Experience**

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| **Role Related Experience Required** | **Minimum****Years’****Experience** | **Essential / Desirable** |
| * At least 8-10 years’ experience in Finance, Corporate Finance, Supply Chain, or any related discipline experience.
 | 8-10 | Essential |

**Knowledge Areas**

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| **Role Related Knowledge Required** | **Essential / Desirable** |
| * Knowledge of International Financial Reporting Standards (IFRS)
 | Optional |

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| * Accounting Standards (IAS) are a prerequisite.
 | Optional |
| * High skills on computer literacy with proficiency on MS Office and business modelling tools.
 | Essential |
| * Knowledge of pastel
 | Essential |
| * High degree of professional judgment and discretion.
 | Essential |

**Skill areas**

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| **Role Related Skills/Competencies Required** | **Essential / Desirable** |
| * Good spreadsheet and financial modelling skills
 | Essential |
| * Advanced analytical, conceptual, and diagnostic skills
 | Essential |
| * High skills on computer literacy with proficiency on MS Office and business modelling tools.
 | Essential |
| * Strong understanding of the telecom business.
 | Essential |

**Supervisory Control**

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| **Supervision Given** |
| * All the Supply chain team
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# KEY CONTACTS

* **Internal Stakeholders**

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| **Key people / departments** |
| * All Heads of Departments
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| * Group & Regional Finance
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| * Board
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* **External (Outsourced/Partners)**

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| **Key People** |
| * External Auditors
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| * Investors
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| * Statutory bodies, Central Bank and Stock Exchange
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| * Telecommunications Regulatory body
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* **Board and Professional Memberships**

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| **Board/Professional Membership Required** | **Essential / Desirable** |
| * N/A
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## Apply: recrutement@msc-drc.com

NB: Only selected candidates will be contracted for the next step,