



Head, Supply Chain (Ref. No: DDG-CS/H/SC/08/22)

Background: The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head, Supply Chain**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of the One CGIAR, a global agriculture research partnership for a food secure future. Please visit <https://www.iita.org/> for more information on IITA.

We are looking for a highly experienced supply chain/ procurement expert, with proven ability to lead a team, an excellent grasp of customer relationship management principles, concepts, and practice, and with relevant work experience in an international, multicultural organization or company, with experience in Africa, ideally with Nigeria experience.

The Head, Supply Chain will be responsible for managing and providing leadership to the supply chain team, backstop the hub and station staff, develop, review and monitor strategic and operating plans to ensure that IITA has the appropriate resources and current data to support forecasting business and projected growth and to develop models to determine and validate business strategies.

The Head, Supply Chain reports to the Deputy Director General, Corporate Services.

Position Responsibilities

- Lead the Supply Chain Unit of IITA.
- Provide leadership and direction on all supply chain activities across IITA.
- Review update and facilitate the implementation of IITA supply chain policies, procedures and SOPs.
- Implement the overall supply chain strategy as set out in the strategic plan in line with delivering ongoing value.
- Implement and improve on already developed key performance indicators across the whole supply chain, which drives value in line with the balanced scorecard approach.
- Manage the supply chain operations within Ibadan namely, procurement, stores and shipping.
- Integrate IITA country offices in Africa into overall supply chain management concepts.
- Provide leadership and direction in the creation of regional hub supply chain management functions.
- Manage the UK international procurement office (IITA UK Ltd.) as self-sustaining and self-financing part of IITA.
- Implement ongoing supply chain training programs and initiatives to significantly upgrade the capability of staff, the unit and stations.

- Coordinate, assign, monitor the work of individuals involved and engaged in supply chain related duties.
- Oversee institute-wide management of the strategic sourcing, procurement, contracting and evaluation of services.
- Coordinate the operations planning process including supply/demand forecasting, inventory management and on time delivery.
- Develop and implement up-to-date new systems, best practices, due diligence, inventory control, demand planning and other optimization to improve services and prepare further growth of the institute.
- Facilitate the education of IITA staff on supply chain and procurement best practices and procedures.
- Communicate career and job expectations; plan, monitor, evaluate and review job contributions of Supply Chain staff.
- Ensure capacity development with respect to state-of-the-art supply chain knowledge, standards, and (IT and other) systems in the Unit.
- Develop the budget for the Supply Chain Unit's operations and implement an efficient and effective cost spending and recovery system.
- Participate in IITA Audit Committee and Risk Assessment Committee and others as requested to ensure IITA operates on best practices and is prepared to overcome risks related to supply chain matters.
- Work together with CGIAR Procurement Department staff and other relevant department staff of the CGIAR on procurement related matters, policies, and regulations.
- Perform any other job-related duties as may be assigned by the supervisor.

Educational Qualifications

The candidate should have:

- The candidate should have a minimum of Master's Degree or MBA, with Purchasing and Supply Diploma or comparable.
- Professional certifications and affiliations from Purchasing and Supply Management Institutes.

Core Competencies

- Relevant work experience of at least 15 years, with at least 6 years in a management or leadership position, in an international, multicultural organization or company, with experience in Africa, ideally with Nigeria experience.
- Proven ability to lead teams, and excellent leadership and people management skills, with Gender, Diversity, and Inclusion (GDI) understanding and strong cultural awareness.
- Sound knowledge of logistics and international trading practices.
- Sound performance measurements management in line with pre-set key performance indicators.
- Experience in the specifics of donor funded projects in relation to procurement.
- Possessing a track record of achievements and a proven ability to manage the vendors/ suppliers base to reduce lead time and cost sustainably.
- Experience with supplier relations in the areas of negotiating, due diligence, contracting, etc.
- Possessing the skills to deal with the fine line between keeping customers to observe set supply chain/ procurement procedures and standards while providing supportive services.

- Knowledge of basic accounting and finance principles.
- Excellent critical/analytical thinking and decision-making skills.
- Fluency in English with excellent verbal and written communication skills.

Duty Station: IITA Headquarters, Ibadan, Nigeria, with ability to travel to other Stations in Africa.

General information: The contract will be for an initial period of three years. IITA offers an internationally competitive remuneration package paid in U.S. Dollars.

Applications: Applications must include a covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, and names and addresses of three professional referees (which must include either the Head of the applicant's current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head of Human Resources. Please complete our online application form using this link: <http://www.iita.org/careers>

Closing Date: 5th September 2022

IITA is an equal opportunity employer and is committed to building a diverse workforce, particularly welcoming applications from women.

While all applications will be acknowledged, please note that only shortlisted candidates will be contacted.