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# Example of Supply Management Job Description

Our innovative and growing company is looking for a supply management. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for supply management

* Coordinates between senior management at Mission, UNHQ, and as applicable, UN Agencies, Programmes and Funds to establish priorities and develop comprehensive supply support plans for the Mission
* Manages overall the Warehouse and Commodities Management Section input into the acquisition process, , budget formulation, acquisition planning, development of scope of work, specifications, requisitions, participation in technical evaluations, submissions to Local Committee Contracts (LCC)
* Develops and recommends mission supply operations Results Based Budgeting (RBB) and detailed budget submissions, incorporating all requirements of the various supply clients, ensuring that funds proposed are adequate to meet support services and supply needs
* Monitors high value expenditures and approves requisitions for provision, acquisition, and contracting of services and acquisition of equipment and supplies
* Develops the Section business plans and monitors the implementation of individual work plans
* Understands IPSAS compliance issues, becoming a Mission expert in the area of IPSAS asset management concerns, and the use of Umoja and Galileo
* Manages contracts under the Section
* Develops, trains, and monitors performance of personnel within the section
* Using Six Sigma Project tools and methodology to meet customer requirements
* Create innovative solutions to drive improvements in current processes

## Qualifications for supply management

* The SW Make process and SW Supply PLCM adaptation
* Ability to work extended shifts, evenings and weekends as business needs require
* Degree in health sciences-related field such as biology, biochemistry, pharmacology, physiology, or toxicology required
* Maintains active communication with UN headquarters and the global and regional service
* Of the advanced university degree
* High School Diploma or GED and 3 years of experience in supply management and transportation functions in a manufacturing environment