

Supply Chain Officer Role

Background

This position is for the role of Supply Chain Officer within NjordFrey Ltd. We are a registered social enterprise in Rwanda, looking to provide smallholder farmers with advanced farming solutions, in the form of aquaponics, to decrease levels of malnutrition for their communities while increasing economic growth.

In 2021, we are launching our flagship farm and expanding the team as we move from planning into implementation.

Supply Chain Officer Responsibilities and Duties

This role can be divided into the following key components:

Procurement

As we are developing our aquaponic starter kit to be built for the first time in Rwanda, we require someone with a proactive and creative approach to take equipment/material briefs/specification given to them and research possible suppliers and/or alternatives to get the job done. This includes:

- Testing materials/equipment to ensure they are suitable for the job required. A hands on approach/background is desirable.
- Taking ownership and continue development of the 'supplier register' that we have internally developed. This documents all the key suppliers and provides scoring criteria to vet them. Building a good understanding of what is available on the market is key.
- Populate and keep up to date all procurement information. Documenting and demonstrating decisions based on evidence is important.
- Provide weekly and monthly reports on procurement items i.e., suppliers engagement, items bought, invoicing requirement. Overall, the person needs to track trends and look to reduce the cost of our solution by 50% within 2-3 years.
- Take meeting minutes/notes of procurement meetings, recording actions and following up as required to manage relationships.

Sales

We have various customer types to approach/manage, offering great variety in the role. This includes dealing with farmers, community markets, commercial customers, exporters, restaurants, hotels in terms of the food products made. We are also selling the starter kit solution and platform to development banks, impact investors, private customers offering a different opportunity for those interested in sales. This includes:

- Develop the sales strategy for all farm produce.
- Document and mapping the markets available for each farm and the company as a whole (local, national and international).
- Collect sales data on the price of produce on the market, what the competition is selling and for how much etc. Producing competitor analysis, market trend reports, updating pricing data, all ensure our company is well informed and able to lead the market.

- Inform management of what produce we should be looking to grow in line with market demand and value. This means the role offering opportunities to move into new markets as demonstrated through collected market data.
- Engage with potential buyers to understand their requirements and information them of our capability.
- Negotiate with buyers to ensure we get the best price possible.
- Maintain/improve customer relationships at all times.

Market Development

- Help identify, support and/or lead on activities that document the various markets available. This includes conducting desktop research to understand new/current markets locally within Rwanda and export opportunities.

General

- The role may require translating English into Kinyarwanda when engaging with stakeholders.
- The Supply Chain Officer will report to both members of the management team though a proactive attitude to manage tasks independently is welcomed in the role.
- Mapping stakeholders and new markets.
- This is a non-exhaustive list of duties. The role is dynamic and offers great variety and suits someone who is adaptive, flexible and a positive outlook.
- Critical thinking and problem solving is key to the position, as it is to any position in the company.

Experience/Skills:

We are looking for someone with:

- A Procurement and/or Sale background or similar.
- A hands on/practical background is desirable to test materials/equipment bought during procurement.
- Experience developing procurement registers, and sale strategies.
- Strong customer engagement and customer service skills.
- Excellent written and verbal English and Kinyarwanda skills.
- Real sales experience is desirable.
- Positive and flexible outlook and interested in working in a team environment.
- Good time keeping and proactively managing tasks is key.

Duration: 6-month assignment, with an initial trial period. Extension possible.