

Commodity Manager



Position: Commodity Manager

Program: McGovern-Dole Food for Education and Child Nutrition Program

Location: Lilongwe

Reports to: Chief of Party

NB: Position is contingent on award

Position Summary

Nascent Solutions (Nascent) is seeking a qualified candidate for the position of **Commodity Manager** to oversee the procurement, transport, storage, and distribution of food and non-food commodities for an anticipated award under the 2019 U.S. Department of Agriculture (USDA) McGovern-Dole International Food for Education and Child Nutrition Program (McGovern-Dole) in central and southern Malawi. The five-year program is designed to improve the literacy of school-age children through improved literacy instruction, student attentiveness, and student attendance, to increase the use of positive health and dietary practices and support maternal and child nutrition (MCN).

Reporting to the program Chief of Party (CoP) and based in Lilongwe, the Commodity Manager will be responsible for the review and consolidation of all status reports as required by USDA/McGovern-Dole FFE. S/he will be responsible for analyzing commodity losses, consolidation of required documentation related to commodities in line with USDA/McGovern-Dole FFE procedures, and the review of all field and site monitoring reports to ensure proper follow-up. Additionally, this role will be responsible for ensuring the existence of adequate internal control systems in the management of commodities.

Nascent is an African women-led international development organization founded 2004 with the mission of harnessing the creative entrepreneurial skills of target beneficiaries and strengthening their capacity to champion the development agenda of their communities. In last 14 years Nascent has mobilized resources and implemented programs in food security, nutrition, education, and maternal and child health, impacting the lives of over 5 million people in Cameroon, Sierra Leone, Uganda, and Zambia.

**Note: This position is contingent upon receipt of donor funding*

Primary Duties and Responsibilities

Management & Staff Supervision

- Oversee day-to-day activities of the commodity management unit including warehouse managers;
- Ensure that warehouses are managed in compliance with USDA regulations;
- Ensure that efficient processes, procedures, and systems are in place to assure accountability of food and other resources including fixed assets;

- Oversee the preparation and presentation of proposed implementation plans, progress reports, and other required donor deliverables.

Commodities Management

- Prepare and follow-up on all necessary claims against third parties. Follow-up and ascertain that all Damaged or Misused Commodity Reports are prepared monthly and submitted to USDA;
- In conjunction with warehouse personnel and transporters, develop a work-plan to ensure smooth warehouse activities and tracking of commodities;
- Ensure that adequate security and sufficient labor are available at the warehouse for commodity receipt and discharge operations. Arrange with trucking companies to ensure adequate provision of trucks for the transportation of commodities;
- Ensure that short-landing and other certificates are obtained from the relevant authorities;
- Inspect the warehouses and examine the stock cards and warehouse ledgers and ensure that all receipts, transfers, and dispatches are accurately recorded and maintained;
- Ensure that the re-conditioning of the commodity is done in compliance with the commodity management principles;
- Ensure inspection of all warehouse spaces and equipment.

Accountability & Reporting

- Prepare Food Pipeline analyses;
- Maintain PL filing system and other related shipping files, including Bills of Lading, commodity PL numbers, survey reports, and other required documentations;
- Prepare and review all monthly and quarterly commodity reports;
- Make contributions to reporting as per USDA and other requirements;
- Update all records and ledgers including the Master Commodity Ledger, Shipping Ledger, Loss and, Claims Ledger.
- In consultation with USDA and Nascent headquarters, ensure that claims are filed against responsible parties for commodity losses;
- Make periodic visits to the field to oversee commodity distributions and other logistics to ensure compliance with accepted procedures and principles.

Capacity Building of Commodities Staff

- Ensure commodities staff (including partner staff) have adequate knowledge to manage commodities as per USDA regulations;
- Arrange training program for Nascent and partner staff on targeting beneficiaries, end use monitoring, warehouse management/record maintenance, and report preparation.

Required Skills and Qualifications

- **Mastery of the Malawi national terrain and experience with McGovern-Dole and/or other large-scale food assistance programming;**

- Master's degree in the social sciences, business administration, management, or a relevant technical area;
- A minimum three (3) years of experience in consortium managing commodities;
- Excellent interpersonal and communication skills, including oral and written fluency in English;
- Demonstrated ability to work both independently and in multidisciplinary teams to meet strict deadlines;
- Excellent knowledge of computer word-processing and spreadsheet programs.

About Nascent Solutions

Nascent is a US-based 501(c)(3) non-profit international development organization. Its mission is to enable vulnerable people, especially women and children in rural Africa, to develop skills for self-sufficiency. The organization's areas include education and skills development, agriculture, food security and nutrition, health, and gender equity.

Nascent offers employees a competitive compensation package, including health insurance, paid vacation, 401(k), and a professional development stipend.

How to Apply

Interested candidates should submit a cover letter and CV to recruitment@nascents.org with “**Commodity Manager Malawi**” in the email subject line. Closing date for applications is **May 15th, 2019**. Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

Nascent Solutions is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, personal appearance, family responsibilities, or political affiliation.