



Rwanda: Nyamata, Bugesera District | Uganda: Plot 14 Tabingwa Road, Jinja District
Kenya: Kisumu Road, Busia County | info@earthenable.org | www.earthenable.org

JOB DESCRIPTION

Job Title:	Supply Chain Manager
Company:	EarthEnable Rwanda
Reports to:	Managing Director of EarthEnable Rwanda
Location:	Nyamata, Rwanda
Contract type:	1 year renewable to open-ended
Salary range:	Starting at RWF 550K-800K gross (~400K-550K net), depending on experience, with significant room for performance-based raises.
How to apply:	Apply via this link .

About EarthEnable: EarthEnable (Tube Heza) is transforming how people live by making homes healthier for families across rural Rwanda and helping to reduce the polluting impact of the building industry on the environment. 80% of Rwandans live in homes with dirt floors that are dusty, unsanitary, and fertile breeding grounds for parasites and germs. While replacing a dirt floor with concrete has significant health benefits (e.g., reducing diarrhea by 50% and parasitic infections by 80%), concrete is unaffordable for many who need it and is a huge contributor to global pollution.

To counter the environmental and affordability issues surrounding concrete, EarthEnable has spent the past 8+ years developing and selling high-quality, earthen floors and plasters that are 80% cheaper than concrete with 90% less embodied energy. Our next step is a collaborative research project to identify more potential innovations in low-carbon buildings.

About the Role: The Supply Chain Manager will oversee logistics, procurement, fleet management, and production. This role ensures efficient procurement, material management, fleet utilization, and high-quality production processes to support EarthEnable's mission. Responsibilities include, but are not limited to:

Key Responsibilities

Logistics Management

- Ensure the efficient delivery of materials to districts within specified timeframes.
- Optimize logistics processes to minimize costs and improve delivery efficiency.
- Implement and manage logistics tracking systems to monitor delivery times and fuel usage.



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- Maintain relationships with logistics providers and negotiate contracts as needed.

Procurement Management

- Develop and execute procurement strategies, including spending analysis, supplier relationship management, and standardized procurement processes.
- Ensure all materials are purchased on time, meet quality specifications, and are cost-effective.
- Maintain compliance with procurement policies, legal, and regulatory requirements.
- Ensure transparent and ethical procurement practices.

Fleet Management

- Oversee the efficient utilization and maintenance of the fleet to support logistics needs.
- Implement and manage fleet maintenance schedules to minimize downtime and repair costs.
- Track and report on fleet performance, including fuel consumption and maintenance expenses.
- Ensure compliance with safety standards and regulations for fleet operations.

Production Management

- Oversee the production of varnish and paste, ensuring adherence to quality specifications.
- Implement and manage production schedules to meet demand while minimizing downtime and equipment maintenance costs.
- Develop and implement quality control systems for production processes.
- Ensure health and safety protocols are followed in the production environment.

Team Management

- Train and supervise staff involved in logistics, procurement, fleet management, and production.
- Develop and maintain clear guidelines, procedures, and systems for operational tasks.
- Conduct performance appraisals and ensure staff adherence to operational policies.

Qualifications

Must-Haves

- People Management: Demonstrated ability to hold people accountable and motivate team members.



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- *Detail-Orientation:* Strong attention to detail to ensure accuracy in reporting and operations.
- *Proactivity:* Ability to proactively figure things out or leverage a network to solve problems.
- *Data Management:* Proficiency in managing data using Excel.
- *Organization:* Stays on top of reporting and deadlines.
- *Values Alignment:* Strong alignment with EarthEnable's values and mission.

Nice-to-Haves

- *Logistics/Procurement Experience:* Experience in logistics or procurement management.
- *Salesforce Proficiency:* Familiarity with using Salesforce for managing operations.
- *Supplier Knowledge:* Knowledge of where to find materials and resources from suppliers.
- *Construction Background:* Previous work experience in the construction industry.

Key Performance Indicators (KPIs)

- Percentage of materials procured and delivered on time and within budget.
- Accuracy of inventory records and minimization of inventory waste.
- Efficiency and cost-effectiveness of fleet operations.
- Compliance with procurement policies and quality standards.
- Consistency in meeting production quality specifications and schedules.
- Staff performance and adherence to operational procedures.