

TERMS OF REFERENCE (ISSUED 10.08.2026)

SENIOR SUPPLY CHAIN SPECIALIST – SURGE SUPPORT (PROCUREMENT & LOGISTICS)

3 months initially, possible extension / International & field travel

About Trócaire

Trócaire is an International Non-Governmental Organisation (INGO). We work with local partners in the world's most at-risk communities and with people in Ireland to tackle the underlying causes of poverty and injustice and respond to the crises they create. Together, we bring about positive and lasting change for a just world. Trócaire works in up to 20 countries across Africa, Asia, Latin America and the Middle East. We work towards five goals:

- Promote Access to Justice;
- Achieve Climate & Environmental Justice;
- Ensure Women & Girls' Protection, Voice & Influence;
- Save Lives and Protect Human Dignity and
- Mobilise the Public on the island of Ireland to achieve Global Justice.

Our work is rooted in Catholic Social Teaching and in our values of Solidarity, Courage, Participation, Perseverance and Accountability. Do you want to know more about Trocaire, the organisation? Find out more at Trócaire's website through <https://www.trocaire.org/>.

The Role

Trócaire is seeking an experienced Senior Supply Chain Specialist to provide surge support to country offices for an initial three-month period, with the possibility of extension. The role will have a focus on country-office procurement while also providing wider logistics and supply chain support. The job is operational and field-oriented, combining technical advice with hands-on support, coaching and capacity strengthening to help country teams address procurement and logistics challenges. International and field travel will be required, potentially at short notice.

Key Responsibilities

A. Procurement

- Provide hands-on procurement support to country offices.
- Engage with the program teams on developing and reviewing procurement plans for timely delivery.
- Advice on sourcing and procurement methods, including emergency and competitive procurement.
- Support with RFQs, tenders, evaluations, supplier selection, and contracting.
- Review documentation for compliance with Trocaire policies, and donor requirements.
- Support country teams to address audit findings, compliance gaps and procurement risks.

B. Logistics & Field Operations

- Provide hands-on support across warehousing and inventory, transport, assets, fleet and distributions as required.
- Support with international/regional shipments, importation, customs and last-mile logistics.
- Conduct rapid supply chain assessments and implement practical improvements after agreement with the Global Supply Chain and Logistics Manager.

C. Capacity Strengthening & Systems

- Coach and mentor procurement and logistics staff and deliver targeted training to required Trócaire staff and local partners.
- Develop/adapt practical tools, templates, SOPs and guidance.
- Strengthen compliance, documentation, audit trails, segregation of duties and donor requirements.
- Identify supply chain risks and recommend practical solutions.
- Share lessons learned and discuss possible improvements in global supply chain practice with the Global Supply Chain and Logistics Manager.

Key Deliverables

- Surge support plan for assigned country offices.
- Procurement and logistics actions.
- Practical improvements to supply chain processes.
- Coaching and training for country-office teams.
- Field deployment/visit reports where applicable.
- Regular updates and reporting including progress and recommendations.

Person Specification

Essential: Relevant degree/professional qualification; at least 8 years' relevant experience, preferably in an international NGO/humanitarian setting; knowledge and practical experience in procurement and wider logistics; experience supporting country offices/field operations; good understanding of warehousing, inventory, transport and supply planning; experience in coaching/training; strong communication and problem-solving skills; ability to work under pressure and independently; willingness and ability to undertake international and field travel possibly on short notice.

Contract, Reporting & Travel

Initial three-month assignment, with possible extension subject to organisational needs, funding and performance. Reporting to the Global Supply Chain and Logistics Manager and working closely with Country Directors and Finance and Admin Managers. Location to be agreed. Significant international and field travel expected.

Safeguarding & Application

Trócaire is committed to safeguarding and preventing sexual exploitation and abuse, harassment, fraud and corruption. The successful candidate must comply with relevant Trócaire policies, including safeguarding, code of conduct, anti-fraud and anti-corruption, procurement, security and confidentiality. Trócaire is an equal opportunities employer.

Applications should be emailed to filip.degriek@trocaire.org and include a CV and brief cover letter outlining relevant procurement, logistics, humanitarian surge and field experience.