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| **TITLE:**  Supply Chain Officer-Procurement | | |
| **TEAM/PROGRAMME: Operations** | **LOCATION: Maralal-Samburu** | |
| **GRADE**: 4 | **CONTRACT LENGTH: *12 Months contingent to donor funding*** | |
| **CHILD SAFEGUARDING: (select only one)**  Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. | | |
| **ROLE PURPOSE:**  The Supply chain Officer-Procurement r (Buying) is responsible for purchasing of goods and services based on needs of KCO, manage orders and relations for complex portfolio of programmes. The Officer will also support the Senior Supply Chain Coordinator-Procurement in:   * Ensuring that the right supplies and services are procured and that there is timely procurement and delivery of goods and services to programmes to deliver outstanding results for children. * Ensuring best value for money is achieved through competitive and transparent procurement processes. * In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | | |
| **SCOPE OF ROLE:**  **Reports to: Senior Supply Chain Coordinator-Procurement**  **Location and support:**  The position holder will be located in Samburu, Maralal and support Turkana field office procurements with routine/occasional travel to Turkana field office. | | |
| **KEY AREAS OF ACCOUNTABILITY:**  ***Procuring Goods and Services (Buying)***   * Improve accountability to donors and beneficiaries through implementation of regular reporting and strong control mechanisms and Assist in the improvement of the quality and timeliness of projects delivery. * Ensure overall provision and adherence of Save the Children’s minimum standards of procurement policies procedures and oversee the implementation of the procurement activities. * Ensure that all procurements in the capital office/field offices are conducted in an efficient and transparent manner, in line with procurement policy & scheme of delegation of SCI. * Advise on best sources of supply in coordination with the Senior Supply Chain Coordinator-Procurement. * Support with Market Assessment and Supplier Prequalification process as per the set guidelines for the assigned categories/field office. * Verify purchase requests ensuring all required information is provided, release PR for approval and follow to issuance of Purchase Order. Submit weekly PR and PO status reports to the Senior Supply Chain Coordinator-Procurement. * Follow Procurement policies and guidelines in Supplier Award decisions under the applicable threshold. * Process Purchase Requests using pre-established FWAs and Pre-Qualified Supplier (PQS) lists and support Senior Procurement Officer and Senior Supply Chain Coordinator-procurement on comparative bid analysis, Procurement committees meeting minute and PO/contract processes. * Ensure that items procured match programmatic requests and are of good quality and observe value for money all the time. * Support Senior Procurement Officer and Senior Supply Chain Coordinator-Procurement the to ensure that all orders are processed in timely manner and status updates are communicated to programmes, and that all relevant documentation is filed appropriately. * Monitor Procurement activities for red flags of fraud/ corruption and report these to the Senior Supply Chain Coordinator-procurement and Head of Supply Chain * Ensure Save the Children’s and donors' Procurement procedures and policies are being adhered to and provide guidance regarding their application at the field level. * Track and Monitor Contract/ FWA Compliance, create catalogues where required and manage supplier enablement in ProSave. Ensure all contracts are retendered/renewed/terminated in a timely manner and reflects on ProSave as stipulated by the Procurement Manual. * Consolidates all required documentation for presentation to Finance for timely supplier payment for materials and services delivered. * Produce a weekly report on PRs progressed and those rejected with reasons.   ***Supplier Management***   * Manage our supply base by tracking supplier performance, actively liaising with suppliers, and undertaking supplier risk management e.g., vetting and register all necessary supplier info into the system (ProSave) * Ensure that contractual conditions and performance indicators are understood by the suppliers. * Identify & resolve or escalate contract-related issues both internally and externally. * Analyse supplier performance based on customer feedback information & other sources and coordinate with supplier for improvement. * Make suppliers aware of Save the Children values, policies and procedures and their need to comply as part of agreements.   ***Team Management and Capacity Building***  Develop strong relationships with field office programmes to support them in improving their Procurement practices and review all Procurement Plans together with the Senior Procurement Officer and Senior Supply Chain Coordinator-procurement.  ***Performance Management***   * Produce management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of our Procurement processes. * Support the Senior Supply Chain Coordinator-procurement in monitoring the Procurement function performance against KPIs and targets, developing and implementing the necessary corrective actions for buying activities to improve performance. * Ensure international Procurement, importation and custom clearance of goods are in line with programme budgets and needs. * Ensure that the benefits realized through competitive procurement process/negotiations is recorded and reported to the supply chain coordinator – Procurement for further approvals seeking.   ***Systems, Tools and Processes***   * Promote and ensure compliance to our Procurement Policy, Procedures and quality standards. * Provide procurement and ProSave support and advice for requisitioners and our FOs * Regularly Review and update price lists, supplier information/ vetting and specification of goods and services in ProSave * Support head office initiatives around global supply chain systems, as required with specific focus on Procurement as guided by our Regional and Centre Offices. * Publishing Framework Agreements, Contracts and catalogues into online in ProSave that staff can order directly. * Working with the supply base to ready them/support them for sourcing and ordering through ProSave.   ***Filling and Reporting***   * Keep records of necessary correspondence and procurement reports in the country and create accurate filing for future reference. * Support supply chain coordinator – Procurement on relevant monthly supply chain KPI reports are produced and disseminated on time on monthly basis. * Ensure that all paperwork is kept according to the policies and procedures of the organisation and filed neatly with supporting documents in respective files. * Responsible for pooling of reports and contract management in ProSave and provide timely reports to the supply chain and relevant report user groups. * Undertake any other reasonable duties requested by the Senior Supply Chain Coordinator.   ***Compliance***   * To ensure that all operations relating to the procurement, storage, handling, and distribution of medicines are in line with Good Distribution Practice Regulations. * To follow and implement Good Distribution Practice Procedures and report any deviations to the Responsible Person/Quality Manager. * To carry out investigations as required by the Responsible Person/Quality Manager. * To contribute to the continuous improvement activities for Good Distribution Practice.   **Other Supply Chain Support**   * Support other supply chain functions, like warehouse and asset management housed within the department, when necessary and called upon. | | |
| COMPETENCIES AND BEHAVIOURS  Delivering Results (Accomplished)   * Maintains a broad strategic perspective at the same time as an awareness of the detail of a situation. * Establishes clear and compelling objectives with teams and individuals and monitors progress and performance. * Creates and applies measures and metrics to track performance. * Holds others accountable for achieving results and challenges underperformance. * Demonstrates financial awareness and a concern for cost effectiveness.   Developing Self and Others (Accomplished)   * Gives regular positive and constructive feedback to others. * Identifies clear development needs and development plans through regular constructive reviews of their own performance (and their team’s where appropriate) * Creates space for others to learn and provides challenging and stretching tasks and assignments when people are ready for them. * Coaches’ others to learn from their experiences on the job and to use the resources available to them.   Problem Solving & Decision Making (Skilled)   * Gathers the right information and uses critical thinking to make effective and timely decisions. * Knows when to involve others in a decision. * Simplifies processes and procedures wherever possible.   Applying Technical & Professional Expertise (Skilled)   * Delivers work that reflects a good knowledge and application of technical and professional standards. * Keeps up to date with trends in their work area. * Maintains ethical and professional behaviour in accordance with relevant codes of conducts.   Working Effectively with Others (Accomplished)   * Enables people from a wide range of backgrounds and perspectives to contribute to positive outcomes. * Breaks down silo working and challenges behaviours that are not collaborative. * Knows when to follow and lend leadership to strengthen other leaders. * Recognises when trust is broken and seeks to resolve conflict and re-establish trust | | |
| **QUALIFICATIONS**  **Essential**   * University degree in Business Administration, Procurement or similar degree, or equivalent experience 3 years prior experience in logistics management in the NGO sector, within country programmes and in emergency response/humanitarian environments * A member of a professional body KISM/CIPS * High professional ethics and integrity * Good interpersonal and organizing skills. * Strong communication skills * Proven experience in all technical areas of logistics operations including procurement, transport/distribution, warehousing and stock management, fleet management, asset management, * Experience of working in remote field bases with limited infrastructure * Experiencing in managing, and supervising and training staff in supply chain * Ability to prepare Supply Chain reports. * Ability to build relationships quickly with a wide range of people, both internally and externally * Willingness to work and travel in often difficult and insecure environments. * Fluent in English and Swahili, both written and oral * Knowledge & experience of dealing with service providers and contractors. * Ability to work under pressure to deadlines. * Ability to work independently on his or her own initiative. * Strong team skills   **Desirable**   * Experience in working with Enterprise Resource Platform (ERP’s) * Technical experience/training in specific areas of Supply chain. * Technical experience/knowledge in specific types of humanitarian intervention e.g. Child protection, Education, Health, WASH, Food Security, Construction | | |
| **Additional job responsibilities**  The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. | | |
| **Equal Opportunities**  The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. | | |
| **Child Safeguarding:**  We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. | | |
| **Safeguarding our Staff:**  The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy | | |
| **Health and Safety**  The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. | | |
| **JD written by: Agnes Rotich** | | **Date:12/9/2023** |
| **JD agreed by: KS** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |