

13 January 2023

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Approved

Inspector PRS

13 JAN 2023



Save the Children



Job Re-Advertisement

Save the Children is an international non-governmental organization that works for a future of children, their families and communities realize social equity and dignity; have access to their basic physical, emotional and development needs.

SCI is seeking to recruit: -

Job Title: Commodity Manager (1 post)

Location: Juba

Reports to: Head of Supply chain

Contract Period: 1 Year with possibility of extension

ROLE PURPOSE:

The incumbent 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 in country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

KEY AREAS OF ACCOUNTABILITY:

Key accountabilities:-

- Work with Donors, Awards Department, Member and Supply Chain ensure timely preparation and signing of contracts and creation of fund summaries and updating AMS.
- Ensure compliance with SCI commodity policies and donor commodity regulation and reporting requirements
- Manage all the tracking procedures for commodities in South Sudan Country Office ensuring all commodity transactions are accounted for in compliance with donor requirements and regulations and SCI policies.
- Liaison with donor and/or member to ensure that commodity valuation is accurate, shared and used consistently across SCI South Sudan in recording commodity income and expenditure in TIM.
- Track all commodity income and expenditure ensuring they are supported by appropriate supporting documentation as per donor regulations and SCI policy.
- Ensure all losses (warehouse, transit & distribution) and excess have been properly accounted for, documented and reported accordingly.



- Prepare TIM to Agresso Ledger monthly reconciliations and working with finance and supply chain to ensure all identified variances and errors/irregularities are resolved and actioned.,
- Work with Awards, Member, and Regional Office to resolve and release interface held transactions in a timely manner
- Ensure all reporting deadlines are met, data updates from different operational areas are received and consolidated on a timely manner
- Ensure that distribution plans are prepared, delivery of commodities to distribution sites are tracked, documented and compare against actual distribution on a monthly basis
- Working closely with Field Manager and Head of Program Impelmentation ensuring accurate receipt and distribution of commodities dult tallied with stock receipts and stock distribution reports
- Closely liaise with Program and awards staff on GIK reporting and liaise with member oddices for final close out reconciliations
- Conduct monthly quarterly reconciliations of GIK's across organizational systems i.e. Inventory and financial systems
- The Commodity Accounting Manager will act as the lead finance staff during the stock counts ensuring stock counts take place, variances investigated and reconciliations completeted and shared with the SMT and RO.
- Support during annual statutory audits in regards to inventory management. Key focus on proactive inventory controls, management and supporting documentation in order to ensure zero disallowances and findings.
- Ensure commodity records are maintained in compliance with SCI document retention policy
- Undertake regular field visits to all SCI warehouses to review records, management and reporting standards and provide technical backstopping.
- Develop and implement a staff capacity building initiatives in areas of commodity management, documenting and reporting in order to meet established standards through on the job training or workshops.
- Develop and implement a practical systems for distribution accountability at the facility level in line to local context.
- Assume other relevant responsibilities as instructed by supervisor

QUALIFICATIONS AND EXPERIENCE

- University Degree in Business Administration, Supply Chain Management or its equivalent of ACCA/CPA and or CIPS.
- Experience in successful commodity management and clear knowledge of donor rules and regulations related to food commodity management.
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Ability to pay attention to details and following up issues to their logical conclusion
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in.
- Solid programmatic, organizational, planning, technical and IT skills, with proven ability to work under pressure and solve problems in a fast paced environment;
- Dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.



- At least five (05) years international experience in working in post conflict environment in similar role is critical requirement
- Commitment to Save the Children Child Safeguarding policy
- Commitment to and understanding of Save the Children aims, values and principles.

Desirable

- Previous experience in Sub- Sahara region.
- Ability and willingness to change work practices and hours in the event of need, including travelling at short notice

Only Female candidates are highly encouraged to apply

The Organisation

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crises, or those that need better healthcare, education and child protection. We also campaign and advocate at the highest levels to realise the right of children and to ensure their voices are heard.

We are working towards three breakthroughs in how the world treats children by 2030:

- No child dies from preventable causes before their 5th birthday
- All children learn from a quality basic education and that,
- Violence against children is no longer tolerated

We know that great people make a great organization, and that our employees play a crucial role in helping us achieve our ambitions for children. We value our people and offer a meaningful and rewarding career, along with a collaborative and inclusive environment where ambition, creativity, and integrity are highly valued.

Application Information:

Please attach a copy of your CV and cover letter with your application, and include details of your current remuneration and salary expectations. A copy of the full role profile can be found at ([SCI Career Site Careers \(oraclecloud.com\)](https://www.oraclecloud.com))

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.

All employees are expected to carry out their duties in accordance with our global anti-harassment policy.

In case you face any difficulty to access the link, please come to Save the Children International head office Juba Hai Malakal or SCI Field Offices for HR support

Deadline for submitting applications: 1st, Feb, 2023.



