

17 March 2023



**Save the Children**

### Job 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: Area Supply Chain Coordinator**

**Location: Jonglei, Upper Nile, Lake and Rumbek (Field based)**

**Reports to: Area Manager**

**Contract Period: 1 Year**

#### ROLE PURPOSE:

To deliver timely, effective and accountable supply chain support to Save the Children field teams in his designated area by coordinating effective fleet management, asset management, and supply management, and overseeing the movement of goods and personnel. The Area Supply Chain Coordinator will be responsible for supporting area Supply Chain Officers in in area in executing end-to-end procurement and sourcing process in an effective and transparent process including upskilling them and technically advising the Area Manager and Program Managers on all supply related matters.

#### SCOPE OF ROLE:

Reports to: Area Manager.

#### Dimension of Role:

This is a challenging role in a complex environment. It requires a dedicated, experienced and highly motivated individual who can manage the difficulties of living and working in such an environment and still be fundamental in helping to drive forward our programmes and our ambitions. Equally, South Sudan today is a rewarding place to be - a new country that still needs much of its plans for the future to be implemented. Joining Save the Children here now is thus an immensely exciting opportunity to help shape the future of a country as we, one of the largest agencies in the country, help formulate the future direction of this country - helping to put its children first.



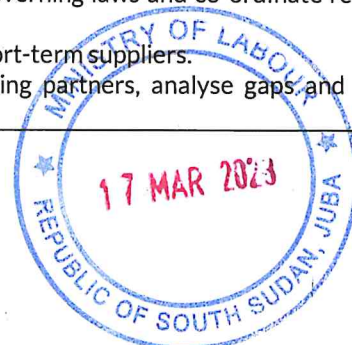
Staff directly reporting to this post: Field Supply Chain Officers.

## KEY AREAS OF ACCOUNTABILITY:

### Key accountabilities:-

#### Key responsibilities

- Planning and preparing Procurement Plans for all active awards in his area in a timely manner.
- Manage the sourcing process for Framework Agreements in his respective area.
- Proactively provide advice and support to Senior Management Team, Budget Holders and Programme Managers on Supply Chain issues, and collaborate with relevant staff/team on budget proposal development, technical aspects of the programme, and implementation mechanisms as required.
- Building capacity among the Supply Chain team through on the job training and effective leadership;
- Provide training, capacity building and mentoring on Supply Chain as required across the programme and operations including building partner organizations at county level, taking into consideration the resources available in the Supply Chain Learning Hub;
- Collaborate and represent the organisation with external agencies including INGO, UN and partner organizations
- Comply and advocate relevant compliance with all relevant Save the Children policies and procedures such as Safeguarding, Safety and Security, Code of Conduct, Anti-Fraud and Anti Bribery
- Undertake all aspect of technical procurement of goods and service in accordance with SCI Procurement Manual.
- Responsible for monthly supply chain and procurement reports submission.
- Responsible for maintaining GREEN supply chain efficiency and purchasing efficiency KPIs in his area.
- Oversee and implement transparent and commodity management systems in his area.
- Management of all fleet and assets in the respective area.
- Focal point contact for all construction activities in the area in coordination with the infrastructure engineer to improve constructions monitoring and implement quality constructions at all time.
- Identifying strategic opportunities such as cost saving, reduction, overall efficiency and quality of service to SCI
- Liaise with the Program staff to get the required specifications for the equipment and advise the concerned teams.
- Establish and update supplier database as necessary arrange for preferred supplier agreements for types of supplies as well as services that will be demanded on a regular basis.
- Source new vendors for better quality inventory and negotiate for better prices and prepare the procurement support documents.
- Manage and ensure timely purchase and delivery of equipment and consumables keeping to the policies and procedures of the Country office procurement guide.
- To participate in the tendering processes to manage tender lists, manage the dispatch of tender documentation and quotations in accordance with the governing laws and co-ordinate responses to tender enquiries as appropriate.
- Manage performances and contracts of long-term and short-term suppliers.
- Conduct continuous capacity assessment of implementing partners, analyse gaps and provide trainings to strengthen capacities.





- Ensure accurate and timely payment of invoices, as necessary for the organization with the suppliers.
- Responsible for all logistics, procurement, and distribution of supplies for the needs of the programs and operations of the organization in South Sudan.
- Prepares and submits periodic procurement, inventory status, consumption, and other related reports of the unit.
- Establish and maintain sound and easily retrievable records and files (hard copies and electronically, as necessary) for all forms and process of procurement, storage, and distribution transactions.
- Establish and maintain asset and inventory registry, including equipment allocation & maintenance, and disposal of assets in accordance with organization policies.
- Ensure transport needs are met on time and efficiently managed with sound transport need scheduling so that operational and programmatic activities run smoothly.
- Ensure efficient utilization of available vehicles and any other transport resources and monitor associated running costs are always maintained at reasonable range.
- Participate in budget preparation and monitoring of budgetary allocation of procurement items to ensure compliance.
- Proactively identify and manage risk in own area ensuring compliance with all relevant legislation, policies and procedures including timely completion of compliance training where required.
- Ensure all direct reports have clear performance goals and development plans, which enable them to succeed.
- Play advisory role on all procurement and logistics management aspects to all offices
- Effectively select, retain, and develop talent, experience, and skills to help build a strong team
- Proactively lead a team, to ensure a high standard of employee engagement.
- Organize Procurement trainings for both program and operations staff on a regular basis.
- Train staff on procurement and logistic procedures and policies to ensure compliance with government regulations and documentation requirements pertaining to exports.
- Develop and maintain an effective orientation package and ensures that new staff members are appropriately orientated on Procurement policies and procedures in a timely manner.
- Procurement red flags, implementing internal and external audit corrective action plans and ensuring all supply chain activities are conducted in ethical manners.

### **BEHAVIOURS (Values in Practice)**

#### **Accountability:**

- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

#### **Ambition:**

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

#### **Collaboration:**

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Foster collaboration, build trust, and enable others to do good work.

- honest, encourages openness and transparency; demonstrates highest levels of integrity

#### **Creativity:**

- Develops and encourages new and innovative solutions
- Has innovative ideas for transformation of the status quo.



- Being open to learn new things and to learn from failures.

**Integrity:**

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

The post holder must commit to work in an international agency that promotes diversity, equity and inclusion and fights racism, gender inequality and discrimination in all forms, including based on sexual orientation; and to model positive behaviours that demonstrate a commitment to equality and respect to all colleagues, partners and communities

**QUALIFICATIONS**

- Bachelor's Degree in Procurement and Logistics management.
- Ability to work independently; take personal initiative, and multi-task including strong facilitation skills in an ever changing, dynamic environment.
- Knowledge of MS excel, work, PowerPoint.
- Knowledge of any Procurement Enterprise Resource Planning software.
- At least not less than 3 years' experience in a similar role in South Sudan.
- Willingness to works in the field with limited amenities.

**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: 5<sup>th</sup>, April 2023.**

**Cc: [MoIjobadvert@gmail.com](mailto:MoIjobadvert@gmail.com);(National Ministry of Labour email Address Juba)**

