

9 October 2023



# Save the Children

## Job Advertisement

VA No. SCL-SCO/10/2023

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.

SCL is seeking to recruit: -

**Job Title: Supply Chain Officer (1 post)**

**Location: Akobo East:**

**Reports to: Field Manager**

**Contract Period: 12 Months with possibility of extension**

### **ROLE PURPOSE**

The incumbent of this position represents Save the Children values and principles in interactions with staff and external audiences. These values and principles include commitment to the mission of Save the Children international, team orientation, quality management and leadership development, introducing systems and procedures to strengthen staff motivation and productivity.

The Supply Chain Officer has overall day-to-day management responsibility for the administrative, logistics and transport of the Field Office.

The Supply Chain Officer has the responsibility of ensuring that procurement processes at the field office level are being done in line with SCL procurement policies and that the office has available fleet of vehicles to support program activities. S/he will ensure that the fixed assets at the field office are managed in line with the asset management guidelines and records are properly maintained. The Supply Chain Officer will also ensure that warehouses are well managed with records properly maintained.

S/he will be responsible for ensuring that key organizational principles and approaches, such as child participation, sound monitoring and evaluation systems, financial control and compliance will be achieved in the period. She/he will be responsible of ensuring that lessons derived through implementation will be well articulated and documented. 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

## **KEY AREAS OF ACCOUNTABILITY:**

### **1. Procurement**

- Ensuring that all procurement is carried out in line with appropriate processes, procedures and documentation in line with Save the Children policies and where required to do so donor rules.
- Making sure that order schedules and delivery lead times are met, if not, informing in advance all those that may be affected by the delay.
- Ensuring that approved suppliers and framework agreements are used at all times during procurement of goods
- Developing and maintaining price lists of all commonly used program supplies
- Ensuring that Procurement Requisition have all the necessary information filled including charge code and required signatures.

### **2. Fleet Management**

- Providing support and direction to the head driver in transport management and ensuring that they are executed in line with SCI guidelines
- Maintaining and updating all required records and paperwork for vehicles and drivers.
- Managing fuel and maintenance contracts as needed.
- Ensuring that a planned preventative maintenance is carried out on both vehicles and generators to a high standard with minimum disruption to program activities.
- Ensuring that all drivers are briefed on and adhere to Save the Children policies and procedures.

### **3. Asset Management**

- Ensuring that the office asset register is well maintained
- Ensuring that all assets have been issued a unique identification number and tracked on Asset Register
- Regularly updating the asset register whenever transfers, disposal, changes in condition and procurement take place with details of that transfer, disposal etc.
- Coordinating a full physical verification of asset register at least once a year to verify that the assets are in place and their condition.

### **Warehousing**

- Ensuring that all incoming and outgoing stock is controlled according to SCI procedures and that all appropriate paperwork is in place.
- Supervise the Loading & Offloading of all goods received and ensure that required documents are signed and filed according to Save the Children policy.
- Making proper arrangements for receiving and dispatching commodities
- Ensuring that regular stock reconciliation is carried out and any discrepancies are properly investigated and reported to the budget holders.
- Ensure that the required forms for stocks movement are filled
- Keep records of generator fuel used on a daily basis.
- Keep the Store and ensure that stock cards are properly recorded and carry out stock inventory regularly as scheduled quarterly and annually.
- Compiling required weekly, monthly, quarterly and annual reporting and as assigned.

- Ensuring that all incoming and outgoing stock that are targeted for beneficiary distributions and program use and all GIK are captured into TIM by the Supply Chain Assistant
- Endorsing for approval stock movements that have been captured in TIM
- Ensuring that stock in TIM and Physical Inventory are properly reconciled and are always balancing.
- Ensure all BIN cards are linked with quantity and field location.
- Ensure medical supplies are stored as per required Save the children and Global pharmaceutical standards.
- Ensure that all warehouse stock balances, as determined by regular physical inventories, reconciles with stock as per accounting records: warehouse stock cards and BIN cards.
- Comply with all relevant Save the Children policies and procedures with respect to Code of Conduct, Child Safeguarding, Whistle blowing Policy, Fraud and Dishonesty policy, health and safety, equal opportunities and other relevant policies.
- Any other duties as may be assigned.

#### **Human Resources**

- To be able to organize casual workers when required at the warehouse, and to provide overall supervision and training of other warehouse trainees and casual labor, and ensure that staff assigned to the various stores, keep records of the items offloaded/loaded at the warehouses.
- To Assist and coordinate the off-loading of goods on vehicle from or to the warehouse and stacking of the supplies, follow-up tracking of the commodities in pipeline and report to the appropriate personnel.
- Manage direct staff and provide the required support on day to day basis Supervise the security staff at warehouse to ensure they report to work as per schedule or as agreed and that they carry out their duties diligently.

#### **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
- Approachable, good listener, easy to talk to.

**Creativity:**

- develops and encourages new and innovative solutions
- Willing to take disciplined risks.

**Integrity:**

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

**QUALIFICATIONS**

Degree or Diploma in Public or Business Administration or related Discipline  
**EXPERIENCE AND SKILLS**

**Essential**

- 1-3 years of progressive responsibility in Supply Chain and administration 2 of which are spent in an international development organization
  - Good organizational and management skills including problem solving;
  - Good verbal and written skills in English;
  - Willingness and ability to work in a collaborative and inclusive manner;;
- Self-motivated and creative

**Desirable**

- Representational skills;
- NGO experience an added advantage
- Knowledge of local language spoken in an asset.

**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. Kindly please apply through the link provided below: [SCL Career Site \(oraclecloud.com\)](https://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.

**Deadline for submitting applications: 24<sup>th</sup> October, 2023.**

*Approved by*

*Ans Henderson*

*PRC - Coordinator*

*Arden Jorgensen*

