

6<sup>th</sup> August 2023



**Save the Children**

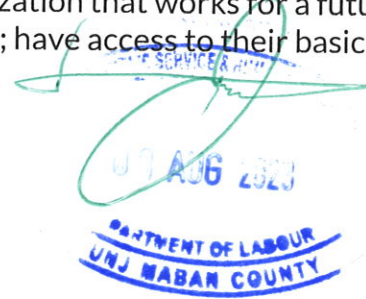
Internal/External\_ Job Advertisement

VA No. 2760

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.

Save the Children International is seeking to recruit: -

**Job Title:** Supply Chain & Admin Officer (01)  
**Location:** Maban Upper Nile State.  
**Reports to:** Area Supply Chain -Coordinator.  
**Contract Period:** Months (with possibility of extension based on availability of Funding and performance of the staff)



**JOB PURPOSE:**

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 SCI 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 also support the field office in managing administrative functions including office management, security property management, stores and other related support functions

**KEY AREAS OF ACCOUNTABILITY:**

**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 and services.
- 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.
- Ensure that all suppliers are vetted as required by the policy.
- To keep staff adequately informed of the procurement development related to their programmes, including sharing the procurement tracking sheet and requisition on a weekly as well as monthly basis.
- Participate in capacity building for the team colleagues on Supply Chain procedures and guidelines.
- To check and ensure that all documentation and evidence of procurement process and trail is maintained at all times in both hard and soft copies.



- To produce procurement plans in liaison with Programme managers and support its proactive follow up and implementation.
- To liaise directly with the Area 1 Supply Chain Coordinator on any logistics or procurement matters that may be current.
- To effectively implement all information/data system necessary for the sound and transparent management of procurement.
- Custodian of procurement system process work flows.

#### **Fleet Management**

- Providing support and direction to the drivers 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.
- Ensure that drivers are trained on first aid.
- Ensure that all the drivers are trained on Donor policies in regards to fleet management.

#### **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.**

- Work with the warehouse Assistant to ensure that all incoming and outgoing stock is controlled according to SCI procedures and that all appropriate paperwork is in place and well documented.
- 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.
- 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 Warehouse Assistant.
- Endorsing for approval stock movements that have been captured in TIM by warehouse Assistant.
- Ensuring that stock in TIM and Physical inventory are properly reconciled and are always balancing.
- Participate in warehouse quarterly and annual stock reconciliation.

#### **Administration.**

- Check and ensure utilities such as electricity, water supplies, and office communication equipment's are properly functioning and arrange for timely maintenance as required.
- Manage office repairs but not limited to office buildings and staffs residential houses (Sanitary plumbing systems, doors, windows and furniture).
- Ensure that office supplies are always available in all plan offices.
- Ensure that all staffs travels both within the country and without are booked timely.
- Ensure proper use and timely replenishment of administrative and relocatable staffs' basic supplies (Bathing soap, washing soap, sugar, tea, and coffee, among others).
- Ensure Save the children International Maban Field Office registration documents are up to dates (Fire brigade, Road user licenses).
- Ensure there is good system for office opening and closure.
- Liaises with Maban Local government and CRA for duty, tax exemption/waiver application.
- Manages and supervises the Cleaners, Cook, and the Compound and Facility cleaner.
- Ensure that Guests and visiting SCI staffs from the country office are attended to and be able to provide accommodation and access to facilities as required.

Handwritten signature in green ink and a date stamp: 07 AUG 2023

DEPARTMENT OF LABOUR  
MABAN COUNTY

## 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 others to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically

### 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



## QUALIFICATIONS

- Degree in Public or Business Administration or related Discipline

## EXPERIENCE AND SKILLS

### Essential

- 3-5 years of progressive responsibility in Supply Chain and administration
- 3 of which spent in an international development organization
- Strong organizational and management skills including problem solving;
- Representational skills;
- Excellent verbal and written skills in English;
- Willingness and ability to work in a collaborative and inclusive manner;
- Self-motivated and creative;
- NGO experience an added advantage.

### Desireable

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

### Child Safeguarding and Code of Conduct:

The Post holder will adhere to Save the Children's Child Safeguarding Policy and Code of Conduct set out. Save the Children's work is based on deeply held values and principles, it is essential that our commitment to children's rights and humanitarian principles is supported and demonstrated by all members of staff. Save the Children's Child Safeguarding Policy and Code of Conduct set out the standards, which all staff members must adhere to:



## The Organization

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 realize 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 \(oraclecloud.com\)](#))

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 Submission of the Application is on 21<sup>st</sup> August, 2023 at 5:00 PM CAT**

- This position is open to South Sudanese nationals only.
- Female Candidates are strongly encouraged to apply!
- Only candidates who meet the selection criteria will be contacted.

