

22 February 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: Supply Chain & Admin Officer (1 post)

Location: Bor Field Office

Reports to: Field Manager

Contract Period: 6 Months with possibility of extension

ROLE PURPOSE:

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

The Supply Chain and Admin 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 and Admin 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:

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

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- 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 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.

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 twice a year to verify that the assets are in place and their condition.

4. Warehousing

- Ensuring that all incoming and outgoing stock is controlled according to SCI procedures and that all appropriate paperwork is in place.
- 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 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.
- Support Warehouse Assistance on Warehouse Management process

5. Administration

- Ensure proper functioning of the office utilities such as Water, electricity, telephone and that equipment is operational.
- Ensure availability of office supplies e.g. furniture, stationary
- Update office inventory

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- Manage the office notice board and keep information on the board current
- Support the accommodation requirements of staff and any visitors to the field office
- Report any damage and/or malfunction on the office utilities to the Field Manager and ensure that timely repair and maintenance is undertaken
- Support the programmes team in the organisation of any trainings e.g. ensuring availability of meeting space and ensuring this space has resources required
- Manage the cook and cleaning staff at the office.
- Regular checking on the safety and Security of the premises and update the field Manager on any gaps
- Assume other relevant responsibilities as instructed by supervisor

QUALIFICATIONS AND EXPERIENCE

- Degree in Supply Chain Management, Public or Business Administration or related field
- 2-6 years of progressive responsibility in Supply Chain and administration
- 2 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.

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:



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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.

Deadline for submitting applications: 7th, March, 2023.



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