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| TITLE: **Roving Supply Chain Coordinator - SRO** |
| TEAM/PROGRAMME: Syria Response Office | LOCATION: Amman, Jordan |
| GRADE: TBD | DURATION: 12 months |
| **CHILD SAFEGUARDING:** Level 3 – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people |
| **ROLE PURPOSE:** The roving supply chain coordinator is responsible for providing operational and tactical leadership to main office in Amman, Syria partnership program, and NWS office when required, including technical support &, guidance in the execution of supply chain activities ensuring their effectiveness, transparency, integrity and promotion of customer-focused, quality & results-oriented approach to meet administrative and programmatic needs. |
| **SCOPE OF ROLE:** Reports to the Head of the Supply Chain, **Direct Reports:** Supply Chain Officer- Supply Chain Assistant – Main Office |
| **KEY AREAS OF ACCOUNTABILITY**:**Procurement Oversight function in the SRO (30%)*** Support the head of Supply Chain in effecting Global and Regional Supply Chain Priorities downstream to ensure alignment and implementation of Supply Chain Strategy through compliant, efficient and effective supply chain management mechanisms.
* Implement Supply chain strategy to ensure that the supply chain function across SRO Operational locations to deliver on program priorities and realise best sourcing outcomes
* Implement the SCI Procurement Manual and Country Logistics Manual, Partner Procurement Guidelines and SRO Procurement Policy to ensure highest levels of compliance.
* Enforce the application of the SCI legal Memo Compliance with Sanctions & Export Controls
* Implement Supply Chain Child Safeguarding Measures / Action Plans
* Consolidate the financial benefits derived from procurement transactions as part of meeting SRO target for cost savings / cost avoidance from our supplier spend.
* Schedule quarterly visits to field locations for on-site operational support
* Manage performance of the direct reports and support their respective areas of growth and development

 **Support Partner’s Procurement Review Processes (40%)*** Intensively use the Partner Assessment Tools for partner capacity assessment to identify strength and weakness during partner identification
* Support partner teams to have strong understanding of Partners Procurement guidelines including:

-Work Plans for each new PAA after Kick Off Meetings-Supply Chain Dashboard & Procurement Tracker reports for Partners-Vendor Databases-Continuous Expansion -Establishment of Long Term Frame Work Agreements-Updating of Asset registers with correct information-Close Out Plans* Ensure compliance with SCI guidelines: Depending on the PAA review and approval process, monitor partner procurement activities to ensure compliance and adherence to SCI procurement guidelines.
* Supplier vetting: Ensure that partner suppliers for any purchase above USD 100 are vetted through SCI’s due diligence processes to maintain transparency and integrity.
* Capacity building for partner teams**:** Collaborate with the Supply Chain Officer to develop and implement capacity-building initiatives, ensuring partner teams understand and follow SCI’s supply chain procedures effectively.

**Assets Management (5%)*** Implement logistics and supply chain standards and procedures /SCI Quality Framework to meet SCI operational quality standards across the Area Office and Partners
* Lead the process of Quarterly Physical Stock take to ensure records and physical stocks records are reconciled within active project life of awards and grants
* Support the relevant area office to implement fleet management systems to ensure accountable, efficient use and allocation of the vehicle fleet.
* Coordinate with RPU on International Procurement and freight scheduling whenever required
* Oversee the SRO asset registers are constantly updated, maintained, that all assets are logged, issued with unique asset numbers and cards and are tracked throughout the Area Office
* Champion the Asset Verification Exercise periodically to ensure an accurate listing of Assets for the organisation
* Monitor the acquisition of assets in close adherence with the BIS requirements
* Conduct spot checks to Randomly monitor stocks and Program supplies are effectively entered on the Total Inventory Management Systems to account for all inbound and outbound movement of commodities and Program Supplies

**Administration (5%)*** Lead and advise on building management: Guide the Admin Officer in effectively managing SCI properties, including rental agreements for housing, guest houses, and warehouses, ensuring contracts are properly handled and facilities are well-maintained.
* Lead and advise on hotel accommodation and staff bookings: Provide oversight and guidance on arranging hotel accommodations and staff travel bookings, ensuring efficient processes and cost-effective solutions.
* Lead and advise on payment requests for utilities: Oversee the preparation and submission of payment requests for utilities and related services, ensuring timely payments and accurate records.
* Lead and advise on the booking system for meeting rooms: Ensure the smooth operation of the SRO’s meeting room booking system, offering guidance to ensure room allocation is efficient and well-coordinated.
* Lead and advise on stock request PRs: Oversee the preparation of stock request purchase requisitions (PRs) for essential supplies (stationery, kitchen items, paper, etc.), ensuring accurate forecasting and timely ordering to meet the needs of the main building.

**Information Management (10%)*** Ensuring accurate and regular reporting systems are maintained and Key Performance Indicators (KPI’s) metrics generated to track performance as part of Supply Chain and Programme Quality
* Use the SharePoint information management platform and ensure all relevant and most updated information is available at any time within the platform.
* Consolidate, review and submit Monthly reports including Procurement Trackers Tender Tracker, BAF Tracker, Asset Register & KPI Consolidated File
* Monitor Key Performance Indicators (KPI’s) Metrics to track performance as part of Supply Chain and Programme Quality check
* Use SCI SharePoint platform to archive all Supply Chain documents in good resolution
* Share weekly Reports with Internal Users to be constantly updated on Supply Chain Progress, and status of Purchase Requests
* Country office Supply chain analysis

**Develop the skills and experience of Save the Children Supply Chain staff (10%)*** Coach staff to ensure performance or implementation issues are solved in a consultative manner
* Take ownership of personal capacity-building, ensuring plan is in place and agreed with Line Manager in order to build on areas of growth.
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| The post-holder will comply with all relevant Save the Children policies and procedures with respect to child safeguarding, safety and security, code of conduct, equal opportunities and other relevant policies. |
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| **SKILLS AND BEHAVIOURS (our Values in Practice):****Accountability**: Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values**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**Collaboration:** Approachable, good listener, builds and maintains effective relationships **Creativity:** Develops and encourages new and innovative solutions**Integrity:** Honest , encourages openness and transparency, builds trust and confidence  |
| **QUALIFICATIONS AND EXPERIENCE AND ATTRIBUTES**A relevant academic qualification, in Logistics, Procurement, Supply chain Management , Business Administration or other relevant certificationMinimum 5 years of progressively responsible experience in procurement, contracting, logistics, warehouse & stock management in an emergency environment Ability to speak Arabic and English Languages |
| **Date of issue:**  |