

Procurement Manager (Re Announced)

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Phone :

Web :

Job Summary

Vacancy :
Deadline : Oct 19, 2024
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Employment Status : Full Time
Experience : Any
Salary : As per SCI Salary scale
Gender : Any
Career Level : Any
Qualification :



**Save the
Children**

Job Description

About Save the Children:

We employ approximately 25,000 people across the globe and work on the ground in over 100 countries to help children affected by crisis 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 workplace where ambition, creativity, and integrity are highly valued.

SCI - Afghanistan

Save the Children has been working in Afghanistan since 1976. Our way of working close to people and on their own terms has enabled us to deliver lasting change to tens of thousands of children in the country. The UN Convention of the Rights of the Child is the basis of our work.

We are helping children get a better education, we make it possible for more boys and girls to attend school, we help children protect themselves and influence their own conditions. We work with families, communities and health workers in homes, clinics and hospitals to promote basic health in order to save lives of children and mothers

Job Description:

ROLE PURPOSE

The Procurement Manager is responsible for setting up effective & efficient procurement system and lead the country procurement unit. He/she will be the lead in setting up sourcing strategy, sourcing pipeline, tracking and monitoring performance indicator of sourcing function, establish contracts and Framework Agreements with the suppliers for the SCI Afghanistan program.

Approx 40-60% budget of any projects spends through procurement and supply chain functions. The proposed role will lead and manage overall procurement function of the Country Office and also provides guidance and oversight to field procurement functions as well.

He /she is responsible for the capacity enhancement of procurement team in CO and field offices and SCI partner organisations in Procurement process. This includes coordinating on preparation of procurement plan, execution of procurement process, timely delivery of goods and services, providing support on procurement to field offices and partner. It also includes assisting Sr. Supply Chain Manager on development and revision of procurement system, policies revision, Automation (S2P) and other tools for strengthening effective and efficient program Supply Chain. This role also provides technical support, capacity building and will be responsible for ensuring sound logistics practices and rigorous controls are in place for the support of all programs and partners.

Besides this, he/she should be committed to deploy in humanitarian response as per organization's need.

SCOPE OF ROLE

Reports to: Supply Chain Director

Staff Reporting to this post:

Direct reporting: Procurement Coordinator 3 & Procurement Officer 2

Indirect reporting: Procurement team in field offices and Global Fund

Budget responsibilities: Manage approx. USD 10 million of spend on procurement from various projects.

Role Dimensions: This position will be fully responsible for managing and leading procurement function of Country Office. S/he will be also responsible for guidance and oversight of procurement function in Field offices including

Global Fund to establish robust Procurement system. The post holder is required to work and coordinate closely with the Budget Holders, Program Managers/Coordinators, other relevant departments in Field Offices, other stake holder from Finance, HR, Media & Communication, Supply Chain team and various service providers or suppliers.

KEY AREAS OF ACCOUNTABILITY:

1. Technical/Functional responsibility (40%)
 - Lead and manage the procurement function of Country Office
 - Manage and take leadership for complex and high value sourcing process (Formal and tender threshold)
 - Responsible for performance management of the procurement function through improved KPI and take initiatives to improve efficiency and effectiveness of the procurement function
 - Ensure an internal review and validation mechanism is in place for procurement processes in CO and FOs to strengthen compliance and reduce risks for the organization.
 - Lead on development/consolidation of Sourcing Pipelines for CO including FOs and track/monitor sourcing pipeline on quarterly basis
 - Lead and manage on establishing Contract / FWA/ LTA as per the sourcing pipeline and regular track and monitor contract /FWA.
 - Take lead on measuring and reporting financial benefits and prepare BAF.
 - Act as contact person for all international procurement of CO.
 - The procurement Unit will be responsible for running tenders and submit to Regional Procurement Unit relevant documentation for review and validation – when required by the threshold.
 - Ensure management of all procurement contracts in the CO, monitoring of specific contracts and FWAs.
 - Ensure roles and responsibilities of procurement committee members are known and people adhere to it.
 - Review procurement waivers and ensure that they are compliant prior to submitting to the required person for approval.
 2. People Management (20%)
 - Provide leadership for the procurement team in CO and oversight to Field procurement team
 - Create a 'team' environment and ensure a team approach is in place to achieve organisation's and team's goal and objectives.
 - Conduct performance management as per DiP procedure to the people under direct line management and assist them to identify their aspirate and measurable performance objectives.
 - Provide mentoring and coaching to the team members.
 - Contribute to team members' interpersonal development, e.g. communication, emotional management, working with others, etc.
 - Review team structure in line with procurement operating model requirements and suggest Sr. Supply Chain Manager for any revision required.
 3. Strategy and Planning (10%)
 - Lead on development of sourcing strategy for the Country program including FOs and identify key action plans for achieving the strategic objective
 - Identify areas of improvement and ensure proper attention and investment is made in those improvement areas
 - Lead on development of sourcing pipeline and procurement planning for the country program.
 4. Coordination and collaboration (20%)
 - Work effectively with stakeholders at various internal and external level.
 - Closely work with Program, Finance, Award and other relevant Department on review and tracking for procurement plans/sourcing pipeline, BVA review, changing, recharging, closing, and various other issues when necessary.
 - Closely work with Awards/program team and provide inputs for new proposal development, donor reporting and compliance issues. Participate in kick off meetings.
 - Work with internal and external audit teams and provide necessary requisites.
 - Plan for regular support schemes for distantly located teams, i.e. Field Offices in Afghanistan. Provide ad hoc support as and when comes urgent.
 - Establish a healthy and professional relationship with the Regional Procurement Unit / Global Procurement Unit
 5. Capacity building and knowledge management (10%)
 - Assist the team members in acquiring extended knowledge, techniques and tools in procurement function.
 - Organise and facilitate regular knowledge sharing sessions for the procurement and supply chain team members.
 - Provide on the job and ad hoc trainings to the team members.
 - Creating opportunities for team members for appropriate external trainings and education schemes.
- #### 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
 - 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

Job Requirements:

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree with 7 years of relevant experience and Master's degree with 5 years of experience in related field.

EXPERIENCE AND SKILLS

- Representation and negotiation skill
- Skills in organising programs, coordination, and documentation,
- Strong personal organizational skills, including time management, Analytical skills, and ability to meet deadlines and work under pressure.
- Willingness to work the time necessary to complete critical tasks without being asked.
- Good written and spoken English.
- High level of computer skills
- Cultural awareness and ability to work well in multicultural environment with people from diverse backgrounds and cultures.
- Commitment to Save the Children's values, vision and mission.

Additional Job Responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

Equal Opportunities:

The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.

Child Safeguarding:

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.

Health and Safety:

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

Submission Guideline:

Qualified applicants are highly encouraged to apply for the position by filling in the online application form. In addition to the online application form, they can also attach their CV and cover letter in the online system. Please note that only the applications received through the online portal will be considered for this position.

Applicants can login to the online application system by copying and pasting the following link into their web browser: Returning users will need to enter their username and password, first time users will need to create a user account.

It is recommended that you save your username and password for future job applications through the online system.

Save the Children International (SCI) is committed to fostering diversity, equity, and inclusion as core to our vision and values. We provide equitable employment opportunities and aim to increase the representation of women, people with disabilities, and individuals from minority groups to effectively meet the diverse needs of the children and communities we serve.

At SCI, we value the authentic selves of everyone, including you! If you have any access needs or require support due to a disability or other reasons, please let us know at the time of your application. We are here to assist you and ensure an accessible and inclusive recruitment experience.

Please note: SCI does not request any fees during any stage of the recruitment process.

We need to keep children safe so our selection process reflects our commitment to the protection of children from abuse.

Submission Email:

https://hr.ci.fa.sm2.oraclecloud.com/html/#!/CandidateExperience/en/sales/CX_1/job/7420/2/itm_medium-jobshare

Education & Experience

achelor's degree with 7 years of relevant experience and Master's degree with 5 years of experience in related field.

Must Have

achelor's degree with 7 years of relevant experience and Master's degree with 5 years of experience in related field.

Educational Requirements

Compensation & Other Benefits