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| **TITLE: Supply Chain Senior Manager** | | |
| **TEAM/PROGRAMME:** | **LOCATION: Kabul Afghanistan** | |
| **GRADE**: TBC | **CONTRACT LENGTH:**6 months with possibility of extension | |
| **CHILD SAFEGUARDING:**  Level 1:  the post holder will not have contact with children and/or young people, or access to personal data about children or young people, as part of their work; therefore a police check will not be mandatory for this post unless the content of the post changes, in which case the Child Safeguarding level should be reviewed. | | |
| **ROLE PURPOSE:**  This role will lead and manage the set up and scale up of all emergency response Supply Chain functions and responsibilities and will provide direct and technical line management to Supply Chain staff and teams. This role will support the Response Team Leader and other members of the Senior Management Team (SMT) on the best use of Save the Children’s resources, and will usually work at a country level. The role will include all Supply Chain support with a broad spread of programmes, staffing, thematic interventions, and its complexities. As such, the role may include remote management, management of multiple field bases or direct line management of a large single project or function. Part of this role is also to record and report learned lessons from this assignment to help improve future practice. 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. | | |
| **SCOPE OF ROLE:**  **Reports to:** Programme Implementation Director  **Staff reporting to this post :** Supply Chain Manager, Fleet Coordinator,Medical Logistics Coordinator, Senior Inventory Officer  **Direct:** Same as above  **Indirect :** Procurement Officers, Logs Officers, Assistants, Warehouse Officers,Drivers,  **Budget Responsibilities:** TBA  **Role Dimensions**: Supplier, service providers, line ministries, field staff and other INGOs | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Ensure effective Supply Chain operations from receiving requests to delivery to end user; develop and/or update country specific SOPs and implement Global Supply Chain policies and procedures in effort to ensure Save the Children and Donors’ minimum standards are met. * Ensure that the supply chain performance is appropriate, cost effective, achieving Value for Money (VfM), based on budget, local & International markets, infrastructure, nature of the Save the Children programmes, with the need for timely delivery * Building capacity among the supply chain team through on the job training and effective leadership. * Manage and/or support Supply Chain staff including ensuring appropriate team structures, clear division of responsibilities, clear objectives and management of tasks * Lead the Supply Chain change management aspect in support of the Supply Chain Transformation * Accountable in ensuring all standard reporting are timely and accurate including KPI management * Proactively provide advice and support to Senior Management Team, Budget Holders and Programme Managers on Supply Chain issues, and collaborate with relevant staff on budgets & proposal development, technical aspects of the programme, and implementation mechanisms as required * Provide training, capacity building and mentoring on Supply Chain as required across the programme and operations including building partner organisations at country level, including the Procurement Policy and Manual * Collaborate and represent the organisation with external agencies including INGO, UN and partner organisations * 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. | | |
| **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**  **Essential**   * Holder of a Supply Chain degree or related business degree from a recognized university (with excellent past performance and experience, even Professional Diploma will be considered) * Significant prior INGO experience in Supply Chain & operational management, within a complex/large scale country programme and in emergency response/humanitarian environments. * Substantial experience in all technical areas of Supply Chain operations including procurement, logistics, transport/distribution, warehousing and stock management, fleet management, asset management, communications, and security * Experience of developing / implementing a complex international supply chain to support different types of programmes, and coordinating resources to meet the programme objectives * Experience of working in remote field bases with limited infrastructure * Proven track-record in managing and supervising others in supply chain, including training, capacity building & mentoring * Ability to synthesize and analyse complex information, and make clear, informed decisions * Experience of advising and supporting others at all levels with supply chain aspects of a programme, including strategic thinking, planning & donor relations * Ability to build positive & productive relationships quickly with a wide range of stakeholders, both internally and externally * Excellent planning, management and coordination skills, with the ability to organise a substantial workload comprised of complex, diverse tasks and responsibilities * Strong communication (written and spoken), and interpersonal skills in English with experience in managing multicultural teams   **Desirable**   * Extensive experience in Procurement * Extensive experience in training of Supply Chain topics | | |
| **EXPERIENCE AND SKILLS**  **Essential**   1. **Delivering Results**   Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving their own performance or that of the team/ organisation.  Level required: Leading Edge   1. **Problem Solving & Decision Making**   Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.  Level required: Leading Edge   1. **Applying Technical & Professional Expertise**   Applies the required technical and professional expertise to the highest standards; promotes and shares best practice within and outside the organisation.  Level required: Accomplished   1. **Working Effectively with Others**   Works collaboratively to achieve shared goals and thrives on diversity of people and perspectives; knows when to lead, when to follow, and how to ensure effective cross-boundary working.  Level required: Accomplished | | |
| **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. | | |
| **JD written by:** | | **Date:** |
| **JD agreed by:** | | **Date:** |
| **Updated By:** | | **Date:** |
| **Evaluated:** | | **Date:** |