|  |
| --- |
| **TITLE:**  Procurement Manager |
| **TEAM/PROGRAMME:** Peration/Logistics | **LOCATION:** Juba  |
| **GRADE**: TBC  | **CONTRACT LENGTH:** 6 months  |
| **CHILD SAFEGUARDING:** Level 3:  the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Procurement Manager, will be responsible for supporting improvements in the area of procurement within Juba, field locations while managing International procurement in liaison with the Regional Procurement Unit (RPU).In addition, he will provide technical support and planning to initiatives to increase logistical capacity in South Sudan and work in close collaboration with the Field Area Managers and Area Logistics Managers to achieve the operational goals of the Country Programme. |
| **SCOPE OF ROLE:** **Reports to:** Head of Supply Chain & Administration**Staff reporting to this post:** Procurement team**Budget Responsibilities:** N/A**Role Dimensions**: South Sudan is one of the most challenging and exciting working environments that Save the Children currently works in. The newest country in the world, its legacy of thirty years of war has yet to be even partly addressed as its new government struggles to both mature and reach out to its people. Education rates remain extremely low with less than 10% of the population finishing primary school; and only 200 girls completing secondary school in 2011 (out of a total population of greater than 8 Million people). Infrastructure across the country remains virtually none-existent; with 80% of the country – including State capitals – only accessible for half of the year (the rainy season) by small aircraft. Even in the capital – Juba – there are no functioning public utilities, few tarmac roads and limited health services. Aid agencies rely on generators, water trucking and satellite internet to meet their basic needs. The agencies still provide some 75% of the basic services of the South Sudanese population. Parts of the country are still racked by insecurity – tribal militias, rebel militia groups and conflict with the North of Sudan all take their regular toll on the civilian population.  |
| **KEY AREAS OF ACCOUNTABILITY :** **Leadership and management*** To lead, manage, coach and motivate the logistics teams, ensuring they have clear objectives and receive meaningful feedback on their performance
* To build the capacity and train the logistics staff in all necessary systems including procurement and dispatch.
* To provide leadership and strategic direction to the Operation’s team, ensuring the effective delivery of Save the Children programme activities and the successful linking/collaboration of operational activities with all other aspects of SC programming.
* Lead on the development of new and more effective systems to improve programme implementation
* To train and build capacities of procurement staff in conducting of procurement transactions – ensuring cost effective and efficient and prompt delivery of programme support.
* Develop a data base of pre-qualified suppliers for key provisions and services consumed by the South Sudan programme.
* Support procurement processes and channels for field destined supplies for all field bases.
* Manage all procurement for the organization, including purchase orders, contracts for services and goods, and travel. Specifically, manage the entire procurement lifecycle, including: (1) working with internal “clients” to identify needs, (2) determining the best procurement approaches including contracting and FWAs, (3) drafting scopes of work/specifications, (4) working with internal “clients” to ensure goods and services are provided in accordance with the terms of the contract, (7) monitoring payment processes, and (8) managing close-out processes
* Ensure weekly procurement trackers are produced accurately and Re-registration of potential suppliers and present to Procurement Tender Committee for qualification using credible and professional criteria of pre-qualification such as technical capacity, reputation, delivery terms, perceived competence, and quality of services/goods.
* Establish procurement control mechanism that addresses concerns of field stations and maintains paper trail.
* Review purchase requests, quotations, bid analyses, purchase orders and other included documentation for thoroughness of work following Save the Children procedures and guidelines before submission to the Finance/Grant, Procurement Tender Committee.
* Support and ensure Procurement Staff follow cost-effective prioritization and monitoring of daily progression of all requested goods and services including updating procurement tracking sheet on a daily basis.
* Put in place mechanisms for Market analysis and continuous surveys on monthly or quarterly basis to identify new vendors and current costs.
* Develop comprehensive price lists following categories of commodities available in the market for the benefit of programme concept note and proposal development.
* Ensure international shipments are customs cleared in/out of the country and contracts and other associated documentation are well filed, as required.
* Work with the staff, particularly budget holders and finance, to ensure timely payments to vendors.
* Ensure tax exemptions are processed promptly imported supplies from the region and overseas.
* Ensure and maintain proper filing systems for all procurement completed.
* Plan, budget, manage and be accountable for the procurement performance of his/her functions, and for achieving agreed-upon results;
* Identify, design, and implement innovative new approaches to conducting business;
* Lead, advise, and collaborate with staff;
* Maintain an environment of excellence and a “can do” culture that facilitates Save the Children’s success
* Other duties as directed by the line manager & the organisation.
* Ensure the effective and efficient use of all Save the Children resources in order to keep costs low and ensure safety in the workplace
 |
| **BEHAVIOURS** **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** * Bachelors’ degree in Business Administration, Procurement, Logistics or equivalent from a recognized University.
 |
| **EXPERIENCE AND SKILLS****Essential*** Save the Children is seeking a dynamic individual with a demonstrated ability to achieve results in a demanding and fast paced environment.
* Chartered Institute of Purchasing & Supply (CIPS) or equivalent Experience
* Minimum of 5 years of relevant experience as a procurement or contracting officer, with in-depth experience vis-a-vis the entire procurement lifecycle; three years of which should be with an International NGO.Technical Skills
* Excellent grasp of NGO/Donor policies and procedures relevant to admin/ Procurement.
* Good Communication and negotiation skills
* Result oriented and keen on detail
* Be able to understand internal and external statutory laws that affect procurement, admin & logistics
* Deep understanding and interpretation of Incoterms as well as their application in the context of overseas procurement in South Sudan.
* Experience working in the logistics or procurement arena, preferably in and/or development programs, with progressive development of the skill-sets outlined above;
* Experience streamlining and automating procurement processes, including refining processes, developing user-friendly manuals and training programs, and assessing, selecting, and deploying suitable procurement software where applicable and necessary. Ensure adequate forecasting for TB, MDR-TB, and Malaria related medicines and other program specific related commodities
* Coordinate with local counterpart the development of the adequate technical specifications
* Adapt – where necessary the monitoring and updating of the procurement plan in coordination with program and supply sections following proposals and concept notes.
* Elaborate procurement procedure for the country office related to all commodities
* Ensure the implementation of Quality control procedures as per grant requirements.
* Excellent oral and written communication skills; Fluency in spoken and written English;
* Familiarity with donor-based requirements, and maintaining of high levels of compliance preferred;
* Demonstrated ability to work effectively in teams and independently.
* Proven ability to lead teams and develop staff to work independently and in teams;
* Solid programmatic, organizational, planning, technical and IT skills (including databases), with a proven ability to work under pressure and solve problems in a fast paced environment;
* Willingness to undertake field travel as required;
* Commitment to Save the Children in South Sudan’s mission, goals, and principles;

**Desirable:** * Previous knowledge of Save the Children Systems
* Experience managing logistics within a post conflict setting
* Knowledge of South Sudan
 |
| **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. |