

TITLE: Supply Chain Officer	
TEAM/PROGRAMME: Support Services	LOCATION: Ho Chi Minh City
GRADE: TBC	CONTRACT LENGTH: 1 year with possibility of extension
<p>CHILD SAFEGUARDING: 2</p> <p>Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>Under the supervision of Area Manager, the position will be responsible for all admin and procurement tasks of Ho Chi Minh Office and ensuring effective admin and supply chain systems and processes are in place and functioning as per SCI and government requirement.</p> <p>To provide professional advice to staff and visitors in Ho Chi Minh office on all admin and logistics related issues to ensure the quality implementation of project activities of programme. The position will work closely with Area Manager and other team members to strengthen capacity for partners in admin and procurement. He or she is also in charge of getting special approved requests from local authority, office registration, asset management and manage office petty cash.</p> <p>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.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Southern Area Manager Direct: Southern Area Manager Indirect: Administration & Supply Chain Manager Budget Responsibilities: N/A Role Dimensions: Coordination with Area Office Program staff and Hanoi-based Supply Chain and Procurement staff</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Administration and logistic arrangement:</p> <ul style="list-style-type: none"> • Support Area Manager to establish and maintain relations with local authorities related administrative legal affairs of office operation and personnel in Ho Chi Minh • Act as focal person and under supervision of Area Manager to contact with FOSCO in Ho Chi Minh for social insurance related issue in Ho Chi Minh Office. • Provide daily implementation of all logistics and ensure the smooth administrative operation in Ho Chi Minh such as logistics support for meetings, workshops, handling office supplies, equipment, furniture, office permit, and other related activities. • Ensure regular inventory physical check for all asset in Ho Chi Minh Office and together with Area Manager to ensure all asset are properly managed according to SCI policies. • Ensure the strict compliance to the Office Protocol for COVID-19 prevention, Fleet Operation Guideline in hiring cars for staff travelling 	

- Maintain the physical and electronic filing system in Ho Chi Minh Office.
- Make sure that the maintenance and repair of office assets is done in proper and timely manner
- Ensure Ho Chi Minh offices petty cash are properly manage and monitor as per SCI policies.
- Implementaion of Safety and Security plan in Ho Chi Minh City
- Ensure basic stock of office supplies is available at all times, including stationary items and pantry stuff. Ensure proper storage and security of all items, and track usage of all such supplies.

Supply Chain Functions:

- Ensure bidding procedures are fully compliant with SCI's policies and procedures and goods and services are purchased to meet identified project needs in quality and time;
- Review and update the procurement tracker, supplier database and electronic filing system;
- Uploading data and ensure the smooth running of the ProSave system
- Manage Total Inventory Management system (TIM) and implement periodical stock check if required
- Follow up with contracts for office services including office lease, Telephone, Internet, Office supply, car rental, hotel, air faires, insurance for office's assets and cars, ect.
- Implement sourcing and buying functions for the assigned categories according to the Procurement Team's role and responsibilities
- Support the effective emergency procurements for the Southern Area projects if required.
- Follow up with the Procurement Plan of Southern Area projects and impelement the Sourcing Pipeline for the planned goods and services
- Give advices and guidance to the projects to ensure the compliance to the Procurement Policy and Procurement Manual as well as progress and effectiveness of project activities
- Implement supplier registration, supplier evaluation if required
- Take lead in sourcing activities for Framework Agreements and one-off contracts of goods and services to achieve the best value for money and ensure the compliance

Capacity Building for the team:

- Coordinate induction of new staff in Ho Chi Minh Office and ensure that they are properly registered with appropriate Vietnamese government institutions.
- Provide technical support and help buiding capacity of the relevant staff, partners and Budget Holders through training, coaching, regular visits and remote support.
- Supervises the duties of the staff under his/her line management and office cleaner; arrange their replacement and back up plan
- Provide inputs to the team initiatives and motivate the team's positive behaviours
- Promote team's learing and sharing of experience and knowledges for staff capacity building
- Provide back up support to other team members in their absence when required

Working contacts

Internal: All staff in Hanoi and Ho Chi Minh office

External: Visitors, suppliers of services

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

- Bachelor's degree in public administration or graduate degree in related field

EXPERIENCE AND SKILLS

Essential

- 3 years in work experience in administration and procurement field, 1 working years with NGO is preferable
- Good English written and verbal skills
- Computer literacy
- Good problem solving , negotiating and mediation skills
- Ability to establish priorities and plan, organize, and coordinate a variety of work activities.
- Ability to maintain accurate records and documents and to prepare written reports, conclusions, and recommendations.
- Ability to manage cash and keep proper records of cash disbursements and petty cash documentation.

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: Pham Thanh Huyen

Date: 25 Jan 2021

JD agreed by: Nguyen Trong Vu Binh	Date: 25 Jan 2021
Updated By:	Date:
Evaluated:	Date: