

<b>TITLE:</b> Sourcing Officer	
<b>TEAM/PROGRAMME:</b> Supply Chain	<b>LOCATION:</b> Hanoi Office
<b>GRADE:</b> 5	<b>CONTRACT LENGTH:</b> 2 years
<p><b>CHILD SAFEGUARDING: I</b> Level I: 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.</p>	
<p><b>ROLE PURPOSE:</b></p> <p>The position will responsible for handling Save the Children’s end to end sourcing operations by managing and leading all sourcing activities. She or he will support Senior Sourcing Officer in development of relevant reports and other procurement duties to ensure compliance and effective implementation of the SCI policies as well as smooth operation of Save the Children programme in Vietnam</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><b>SCOPE OF ROLE:</b>  <b>Reports to:</b> Senior Sourcing Officer  <b>Direct:</b> None  <b>Indirect:</b> N/A  <b>Budget Responsibilities:</b> N/A</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>I. Take lead and manage sourcing activities</b></p> <ul style="list-style-type: none"> <li>• Be the Sourcing lead for sourcing activities across the Country Office and Field Offices in Hanoi, Da Nang, Hai Phong and Ho Chi Minh cities and SCI project areas for goods and services, prepare minutes and provide guidance for the Procurement Committee as needed;</li> <li>• 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 and maximize cost efficiency;</li> <li>• Submit the request for establishment of the Procurement Committee with the right person and right capacity for evaluation;</li> <li>• Develop the criteria, Invitation To Tender (ITT), list of suppliers for invitation...etc in accordance with subsequent steps and ensure the fairness and transparency of the sourcing process;</li> <li>• Prepare benefit report (BAF) for the signed FWAs to submit Asia Regional Office in due time for approval;</li> <li>• Follow up with sourcing progress and keep track with on-going Framework Agreements (FWAs) for cap limits, duration limit; process termination and extension if applicable;</li> <li>• Ensure the FWAs are ready for use to meet identified project needs in quality and time and to maximize the value for money in contract award decision;</li> </ul>	

- Implement market research and analysis, search for new suppliers, take lead in meeting and negotiations with suppliers;
- Discover and partner with trustworthy vendors and suppliers;
- Estimate risks and apply risk minimizing techniques when leading sourcing activities;
- Negotiate pricing and control costs to ensure the most value for money in sourcing activities;
- Ensure correct TIM postings and inventory reports in accordance with SCI's policies;
- Implement sourcing activities to support emergency response.

## **2. Managing sourcing and contract module in online procurement system (ProSave System)**

- Be responsible for managing the sourcing and contract module in ProSave System;
- Expand the supplier database and ensure supplier registration in Ariba Network;
- Validate new suppliers' information and upload to ProSave system and support suppliers to solve all data-related problems;
- Process registration of suppliers to Prosave system and maintain the most updated supplier database for all kinds of goods and services as the result of sourcing process;
- Prepare catalogues for for approval and uploading to the ProSave System and the signed FWAs;
- Update all the signed FWAs and contracts together with the related catalogues as the result of sourcing process in the ProSave System.

## **3. Staff and partner capacity building**

- Implement related training on procurement policy and manual for new staff;
- Facilitate the relevant training and give guidance to improve the sourcing activities;
- Conduct market research to engage suppliers to ad-hoc procurements implemented by partners;
- Provide technical support to the bidding process implemented by partners to ensure the compliance and sourcing efficiency;
- Support Senior Sourcing Officer in building capacity of the relevant staff and partners through training and remote support.

## **4. Other tasks**

- Support Senior Sourcing Officer in reviewing the Procurement Plan and consolidating the needs of all projects and programs to develop the Sourcing Pipeline with a specific implementation roadmap;
- Support Senior Sourcing Officer in coordinating with procurement team and implement sourcing of goods and services based on the Sourcing Pipeline;
- Provide back up support to other team members in their absence when required;
- Back up for procurement team in implementing assigned PRs to meet identified project needs in quality and time, and ensure full compliant with SCI's policies and donors' requirements.

### **Working contacts**

**Internal:** All staff

**External:** Visitors, partners and suppliers

### **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/supply chain field, 1 working years with NGO is preferable
- Good time-management skills, excellent interpersonal, communication and teamwork skills
- Critical thinker, good problem solving, solid judgement with ability to make good decisions
- Ability to negotiate and sustain networking relationships
- Familiar with sourcing and vendor management and relevant software
- Understanding of market dynamics and sound business judgement
- Comfortable with figures and in collecting, analyzing and interpreting data
- Sense of ownership and pride in his/her performance and its impact on the organization's success
- Ability to maintain accurate records and documents and to prepare written reports, conclusions, and recommendations.
- Excellent prioritization skill and ability to organize and coordinate a variety of work activities
- Fluent English speaking and writing skills
- Good financial management skill
- Has strong sense for compliance
- Computer literacy
- Proven commitment to children's rights and equality of opportunity.

**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: Le Thi Hanh Tam**

**Date: May 5 2022**

**JD agreed by: Nguyen Thi Phuong Lien**

**Date: May 5 2022**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**