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| <b>TITLE:</b> Sourcing Coordinator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                  |
| <b>TEAM/PROGRAMME:</b> Supply Chain                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>LOCATION:</b> Ha Noi                                          |
| <b>GRADE:</b> 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>CONTRACT LENGTH:</b><br>1 years with possibility of extension |
| <p><b>CHILD SAFEGUARDING: 2</b></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><b>ROLE PURPOSE:</b></p> <p>The post holder is responsible for handling Save the Children’s end to end sourcing operations by managing and coordinate all sourcing strategy, plan and activities, including procurements, supply chain, logistics, development of relevant plans and reports. The post holder will be able to develop and finalise qualified sourcing strategy, plan and implement sourcing activities by analysing the organization’s spending, supplying partnerships and new possibilities 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></p> <p><b>Reports to: Supply Chain Manager</b><br/> <b>Staff reporting to this post:</b><br/> <b>Direct: Sourcing Officer</b><br/> <b>Indirect: N/A</b></p> <p><b>Role Dimensions:</b> Coordination with supply chain team members, admin staffs, finance officers, project managers and project staffs, budget holders and other relevant staff.</p> <p><b>Budget Responsibilities: N/A</b></p> <p>This position is based in Hanoi office with possible travel to field offices to support the procurement managemet in this office if it would be required.</p>                                                                                                                                                                                                                                                       |                                                                  |
| <p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>I. Be responsible for sourcing management</b></p> <ul style="list-style-type: none"> <li>• Manage the sourcing activities across the Country Office and other Offices in Vietnam and SCI project areas. Review the Procurement Plan and consolidate the needs of all projects and programs to develop the Sourcing Pipeline with a specific implementation roadmap.</li> <li>• Work with Procurement to together develop the Minimum Preparedness Action (MPA) and Emergency Procurement Plan (EPP)</li> <li>• Process and participate in proposal and budget submission and verify the Procurement Plan in coordination with Award and Project teams for submission to donors.</li> </ul>                                                                                                      |                                                                  |

- Ensure strict compliance to SC and donors' policies and procedures.
- Be responsible for managing the sourcing module in online procurement system (ProSave System) and supervising sourcing progress
- Coordinate and support the procurement team to implement the sourcing of high-value packages.
- Optimize sourcing procedures to attain maximum efficiency. Analyze and calculate costs of procurement and suggest methods to decrease expenditure
- Cooperate with stakeholders to guarantee agreement on terms and processes
- Do often research to understand organisation's operations needs and requirements and research and anticipate shifts in the negotiating power of suppliers

## **2. Take lead of sourcing activities**

- Follow up with sourcing progress and keep track with on-going Framework Agreements for cap limits, duration limit; process termination and extension if applicable.
- Coordinate with procurement team and implement sourcing of goods and services based on the Sourcing Pipeline; ensure bidding procedures are fully compliant with SC (and donors' if applicable) policies and procedures
- Be the Sourcing lead for sourcing activities across the Country Office and Field Offices and SCI project areas for goods and services, prepare minutes and provide guidance for the Procurement Committee as needed;
- Review 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
- Submit the request for establishment of the Procurement Committee with the right person and right capacity for evaluation.
- 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.
- Prepare benefit report (BAF) for the signed FWAs to submit Asia Regional Office in due time for approval.
- Communicate with ARO and Center for submission of ITT

## **3. Maintain an updated online sourcing data:**

- Process registration of suppliers to online procurement platform (Ariba Network) and online procurement system (ProSave System), maintain the most updated supplier database for all kinds of goods and services as the result of sourcing process.
- Prepare catalogues for approval and uploading to the online procurement system (ProSave System) the signed framework agreements (FWAs)
- Update all the signed framework agreements (FWAs) and contracts together with the related catalogues as the result of sourcing process in the online procurement system (ProSave System).

## **4. Staff capacity development**

- Develop the team's sourcing capacity to build a high performing team
- Implement coaching, mentoring and creating developmental opportunities for procurement and sourcing staff in Country Office and Field Offices.
- Implement quarterly staff performance review and staff development plan.
- Facilitate the relevant training and give guidance to improve the sourcing activities.
- Recognition and rewards for outstanding performance

- Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans

**5. Ensure suppliers' engagement and supplying partnership**

- Provide technical expertise for partner's procurement in coordination with the project staff and/or finance team
- Provide inputs to Partner's Guideline when it is required to improve the processes and compliance in working with finance team
- 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.

**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, MA is preferable
- Good at people's management
- Good at analysis, planning and management
- Good at team work and communication

**EXPERIENCE AND SKILLS**

**Essential**

- At least 5 years' experience in sourcing/procurement, preferably in international organizations, INGOs and/or bilateral organization
- Has value for money mind-set.

- Has growth mind-set. 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
- Familiarity 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 your performance and its impact on the organization’s success
- Excellent prioritization skill and ability to coordinate a variety of work activities
- Fluent English speaking and writing skills
- Good financial management skill
- Has strong sense for compliance
- Proven commitment to children’s rights and equality of opportunity

**Desirable**

- Master’s degree
- Knowledge of Vietnam development issues and NGO networks

**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: Nguyen Thi Phuong Lien**

**Date: 17 Aug 2021**

**JD agreed by: Vuong Dinh Giap**

**Date: 23 March 2023**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**