

<b>TITLE:</b> Procurement Officer	
<b>TEAM/PROGRAMME:</b> Supply Chain	<b>LOCATION:</b> Ha Noi
<b>GRADE:</b> 5	<b>CONTRACT LENGTH:</b> 1 years with possibility to extend
<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> The position will be responsible to implement all procurement activities for assigned projects and ensure that goods are purchased to meet identified project needs in quality and time; warehouse management including TIM. She or he will support Procurement Coordinator 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. 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: Procurement Coordinator</b> <b>Direct: N/A</b> <b>Budget Responsibilities: N/A</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <ol style="list-style-type: none"> <li><b>1. Conduct procurement activities and support Procurement Plan development</b> <ul style="list-style-type: none"> <li>• Review projects procurement plans; closely work with projects teams to finalise and update them;</li> <li>• Working with the Procurement Coordinator in developing consolidated a Procurement Plan;</li> <li>• Collect information to understand the market and prepare for a procurement works (annual, quarterly, monthly, weekly).</li> <li>• Conducts all required procurements in accordance with SC procurement guidelines and donor's rules and regulations and to meet the programs' demand for quality and timeline;</li> <li>• Monitor quality of goods and services provided by suppliers and working with them to ensure highest qualities.</li> <li>• Creates and maintains a filing system for related procurement activities and ensure the accuracy of computerized database and administrative filling;</li> <li>• Support projects team in preparing Procurement Plan for new project proposals;</li> <li>• Work with projects team to ensure all works related procurement done before project closure.</li> <li>• Support the effective emergency procurements for projects if required.</li> </ul> </li> <li><b>2. Ensure smooth operation of online procurement system (ProSave)</b> <ul style="list-style-type: none"> <li>• Maintain the smooth operation of ProSave and ensure the proper process of the every purchase requests from assigned projects in ProSave system;</li> <li>• Expand supplier data and ensure supplier registration in Ariba Network;</li> <li>• Validate new suppliers' information and upload to ProSave system and support suppliers to solve all data-related problems;</li> <li>• Support assigned projects with ProSave problems;</li> <li>• Implement supplier training sessions to engage the suppliers in the Ariba Network.</li> <li>• Timely raise issues and concern to the Procurement Coordinator and Supply Chain Manager.</li> </ul> </li> </ol>	

**3. Ensure the proper management of warehouse and TIM system**

- Maintains an effective warehouse management system and TIM with proper inventory codes and conduct physical stock check when required;
- Ensure all stock items in warehouse are properly manage according to SCI procedures including regular reconciliation between TIM and Agresso.

**4. Staff and partner capacity building**

- Contribute to capacity development for the Supply Chain team members (internal training for SC team members, mentoring/on-job training for new members, buddy, etc)
- Provide technical support and help building capacity of the relevant staff and partners through training, coaching, regular visits and remote support;
- Support partners' procurement activities in working closely with project staff and finance teams.
- Conduct training and induction on SCI policies for all staff and budget holders on Procurement Manuals and related guidance;
- Improve budget holder's capacity on procurement budgeting and planning according to SCI guidance;

**5. Provide back up to other team members**

- Provide back up to other staff in the team when required.
- Back up sourcing team to take lead in bidding process for goods and services, prepare minutes and provide guidance for the Procurement Committee as needed. 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.
- Be responsible for managing the sourcing module for the assigned sourcing activities ProSave System.

**6. Other tasks**

- Facilitate data processing and data analysis in ProSave as well as preparing KPI reports.
- To be flexible and available for missions to the field for special support or supervision on given procurement issues;

**Working contacts**

Internal: All staff in Hanoi and field offices

External: Visitors, consultants and 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 economics or graduated degree in related field

- Good time-management skills, excellent interpersonal, communication and teamwork skills.
- Critical thinker, good problem solving, solid judgement with ability to make good decisions.
- Good English written and verbal skills.
- Computer literacy.
- Good problem solving, negotiating and presentation skills.
- Ability to establish priorities and plan, organize, and coordinate a variety of work activities.
- Familiar with online Procurement system (such as Ariba) is preferable.
- 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.
- Has strong sense for compliance.
- Excellent prioritization skill and ability to organize and coordinate a variety of work activities.
- Ability to maintain accurate records and documents and to prepare written reports, conclusions, and recommendations.
- 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: Do Giang Huong**

**Date: January 4 2022**

**JD agreed by:**

**Date:**

**Updated By:**

**Date:**

**Evaluated:**

**Date:**