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| **TITLE:** Supply Chain Director |
| **TEAM/PROGRAMME:** Program Operations | **LOCATION:** Kyiv, Ukraine |
| **GRADE:** TBC | **CONTRACT LENGTH:** 12 months |
| **CHILD SAFEGUARDING:**Level 3: the role 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 in country programs; or are visiting country programs; ore because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:**As a member of the Extended Senior Management Team, the Director of Supply Chain shares in the overall responsibility for the strategic direction and coordination of the Country Office (CO). The Director of Supply Chain has overall responsibility and accountability for the Supply Chain function of the Ukraine Country Program, providing strategic leadership to the team and advising on all aspects of supply chain.Manage and ensure the country programs’ overall Supply Chain function is effective and efficient and are accountable to its beneficiaries and donors as well as develop and implement strategies and plans to ensure that overall program Supply Chain: Supplies and Procurements, transport and asset management, warehouse management are met according to agreed program activities and resources utilisation priorities and SCI systems, polices, and proceduresLead and manages the country office Supply Chain team and have technical oversight of supply chain teams at Country and field level, as well as Country Office Supply Chain staff based in Kyiv. Responsible for the scale up of the country supply chain team and where necessary liaise with the cross border teams for support.He / She will ensure that policies and procedures of Save the Children are strictly adhered to and that Save the Children’s commitment to improving quality and accountability in humanitarian work is upheld, with reference to the Core Humanitarian Standards, Save the Children minimum standards, and the NGO code of conduct. |
| **SCOPE OF ROLE:****Reports to:** Deputy Country Director Program Operations.**Technical Line management:** Regional Head of Supply Chain**Staff directly reporting to this post:** Procurement manager, Fleet manager, Asset manager and Warehousing and Distribution manager.**Indirect reports:** Technical oversight of Supply Chain teams in all field offices and Country office positions across the Ukraine. |
| **KEY AREAS OF ACCOUNTABILITY****Strategy/Leadership*** Support the development of an organizational culture that reflects our values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and enables our people to deliver outstanding results for children
* Design and implement a coherent Supply Chain organizational structure that is consistent with agency practices, responsive to program needs and priorities, and in line with Key Performance Indicators.
* Design and implement a supply chain strategy that delivers efficient and timely support to programs within the complex and challenging context of Ukraine
* Monitor performance and use data to provide regular analysis against KPIs and make recommendations for strategic improvements to the supply chain function
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* Ensure supply chain preparedness for emergencies in line with Save the Children standards
* Provide overall leadership of Supply Chain functions for program and emergency operations with more focus on strategy rather than daily operational matters.
* Lead the design and implementation of supply chain strategies to meet SCI Ukraine program operational needs.
* Lead the alignment of CO, Regional and Global Supply Chain Strategies to attain efficiency, effectiveness, and agility to respond to CO program requirements.
* Lead the design and implementation of supply chain operational planning to ensure the delivery of integrated services focused on achieving successful programming – e.g. proposal development, budgeting, monitoring and field supervision.
* Actively involved in preparedness planning for complex operations and emergencies.
* Continuously review Supply Chain systems and procedures in Country ensuring they meet SCI’s minimum standards, including adequate control mechanisms implemented and adhered to.
* Continuously improve supply chain processes and systems and find innovative solutions – when required – to maximize efficiency, effectiveness, and customer satisfaction.
* Provide guidance and advice to programs and projects on all aspects of Supply Chain especially in the areas of proposal development of high risk awards:
	1. Planning Supply Chain requirements; Prepare practical Supply Chain component of the project proposals and budgeting exercises to ensure that all the logistical planning has been done, with the right/ realistic budgets.;
	2. Identify areas of significant reduction in program operational running costs through the utilization and allocation of resources;
	3. Improve accountability to donors and beneficiaries through implementation of regular reporting and strong control mechanisms
* Ensure the implementation of Supply chain, Fleet and Equipment management are in line with SC global policies as well as donor’s requirements and ensure that they are implemented across the program uniformly.
* Provide leadership, manage and motivate the Country Supply Chain team in the country office as well as technically provide supervise the Field Office Supply Chain Coordinators to manage Supply Chain in their respective area of operations.
* Embed a culture of performance and effective delivery by ensuring the Supply Chain KPIs are well tracked and met with improvement measures being made speedily to remedy poor performance

# Technical/Operational

* Provide logistical and operational capacity building at country and field level to Supply Chain teams and programs/project managers on Supply Chain procedures, developing Supply Chain strategies and managing Supply Chain within their technical areas.
* Guide and assist on the preparation of annual forward plan of logistical requirements such as vehicle needs, vehicle rental policy, ensuring that SC has the right number of vehicles of the right type, in the right place; achieving high levels of utilization through having efficient and competent drivers, effective maintenance systems and reliable Insurance cover to minimize risks
* Provide effective leadership on Global and Regional initiatives translating new initiatives effectively to the team and ensuring the right provisions are made in transitions.
* Provide a quarterly demand forecast from the consolidation of procurement plans.
* Ensure effective warehouse and stock management control are in place through the development and maintenance of effective systems.
* Make certain all Supply Chain requirements are delivered in accordance with timescales set and agreed with program managers
* Undertake regular visits to field offices and attend regional meetings, monitor the implementation of agreed Supply Chain framework; identify support required and act accordingly.
* Provide support to develop the Supply Chain component of the program’s emergency preparedness plan, ensure that supply chain strategy is in place, that pre-positioned emergency stocks are in place and managed effectively
* Act as a full-time member of the Emergency Task Force team during emergency situations and to

contribute to the development of SCI’s humanitarian response policy and strategy, if required

* Ensure regular Supply Chain reporting systems are implemented in all program offices in line with standard financial control mechanisms for Procurement, stock, vehicles and assets. Review the monthly Supply Chain reports and advice Area Operations managers, and program/project managers where there are irregularities or areas of concern that need follow up.
* Review high value procurement documents to ensure that the right procurement procedure is followed, all the appropriate documentations are attached, and is approved by the right budget holders as per the SOD.
* Ensure that all monthly reports to Regional office and donors are appropriately prepared and sent with in the reporting period time frame

# System Development and implementation

* Collaborate closely with the CO Technical Advisers to ensure robust medical supply chain procedures and quality checks are in place and maintained, with clear accountabilities
* Ensure that Save the Children minimum standards of Supply Chain procedures and policies are implemented and adhered to throughout the Country Program, including donor regulations. Briefing and training all relevant staff as required.
* Ensure that the supply chain is appropriate, cost effective, ensures Value for Money (VfM), is based on budget, and takes into account local and International markets, infrastructure, and context related constraints to ensure timely delivery
* Ensure the Country Program’s supply chain is set up and effectively operational through the Field offices to optimize resources, ensuring regular monitoring and support
* Liaise closely with the Safety and Security Director to ensure that all Security Guidelines and procedures are integrated fully into Supply Chain Guidelines and procedures.
* Collaborate with program and operations staff on program development, ensuring that all programs at the proposal stage and throughout the life cycle of the project have a supply chain plan which will deliver the necessary commodities/ services on time
* Ensure TIM is functional and reporting, advise management on stocks/GIK management.
* Ensure that appropriate supply chain management and controls are in place for pharmaceuticals and food, and that Supply Chain related to Cash Transfer Programming is in line with the requirements of the SCI CTP Manual
* Submit timely reports on all aspects of supply chain and KPI management

# Compliance

* Ensure compliance with Save the Children’s minimum standards and procedures related to Supply Chain. This includes reviewing and updating in-country procedures and policies for the management of all aspects of supply chain, including procurement, transport and distribution, warehousing and stock management in accordance with Total Inventory Management (TIM), and for the management of vehicle fleets, communication systems, and assets
* Advise the CO SMT on issues related to compliance with Save the Children’s supply chain policies and procedures, and relevant national regulations

# Leadership and Team Management

* Manage and support logistics staff including ensuring appropriate team structures, division of responsibilities, and staffing levels at both country and field office levels
* Manage the performance of all staff in the Supply Chain work area through effective use of the performance Management System including the establishment of clear, measurable objectives ongoing feedback, periodic reviews, and fair and unbiased evaluations.
* Ensure close technical support to Supply Chain staff in the field offices, to monitor their performance and provide skills training to fill any gaps in Supply Chain staff, Program staff and Partners.
* Ensure appropriate training and professional development opportunities for supply chain teams, provide coaching, mentoring and other development opportunities

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| * Documentation of performance that is less than satisfactory, with appropriate performance improvements/work plans.
* Ensure the Country Program as a whole has the capacity to manage effectively core Supply Chain to deliver programs and respond effectively to emergencies.

**Capacity Building*** Mentor, coach and work with the Supply Chain staff to develop technical and managerial skills so as to assume greater responsibility.
* Proactively develop the skills of Supply Chain staff to understand and utilize Supply Chain management tools to design and implement quality programs. Orient non-Supply Chain staff to optimize support effectiveness.
* Develop and maintain an effective orientation package, and ensures that new staff members are appropriately oriented and in a timely manner.

**Emergency Preparedness and Response*** Assist in strengthening organisational readiness to respond to emergencies in line with global SCI emergency goal and benchmarks
* Develop the Supply Chain aspects of the emergency preparedness plan, ensuring minimum preparedness actions are updated
* In co-ordination with Operations Director and SMT members ensure supply chain staff are trained and understand their roles in an emergency response

**Coordination*** In coordination with the Country Director and SMT members maintain consistent and coherent engagement in key inter-agency coordination mechanisms including the Logistics Cluster, representing Save the Children’s position and interests
* Work with the region to ensure implementation of the Global Supply Chain initiatives.
* Liaise with governments, local administration, the UN and other agencies as necessary.

**Additional 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.**SCI anti-harassment policy** -The post holder is required to carry out the duties in accordance with the.**Health and Safety** - The role holder is required to carry out the duties in accordance with SCI Health andSafety policies and procedures |
| **COMPETENCIES FOR THIS ROLE:**1. **LEADING AND INSPIRING OTHERS**

Demonstrates leadership in all our work, embodies our values and articulates a compelling vision to inspire others to achieve our goals for children.**Level required: Accomplished**1. **DELIVERING RESULTS**

Takes personal responsibility and holds others accountable for delivering our ambitious goals for children, continually improving own performance or that of the team/ organisation**Level required: Leading Edge**1. **PROBLEM SOLVING AND DECISION MAKING**
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| Takes effective, considered and timely decisions by gathering and evaluating relevant information from within or outside the organisation.**Level required: Leading Edge****4. COMMUNICATING WITH IMPACT**Communicates clearly and confidently with others to engage and influence; promotes dialogue and ensures timely and appropriate messages, building confidence and trust with others.**Level required: Accomplished** |
| **QUALIFICATIONS AND EXPERIENCE*** Relevant degree or Masters in Supply Chain or related field
* Qualifications in Supply Chain or procurement
* At least 10 years’ experience with Humanitarian or other development/aid agencies in supply chain management including significant field operations experience supporting both emergency and development programs
* Robust experience of INGO emergency program cycle management, and with experience of working within a complex and matrix organization structure.
* Significant knowledge of international humanitarian systems, institutions and donors, and of procedures, accountability frameworks and best practices in emergency management
* Solid project management skills related to organizational development projects and international, cross- functional teams with a proven history of delivering results
* Experience of building and developing the capacity of Supply Chain staff through the use of training, performance management frameworks and development plans.
* Ability to analyse information, evaluate options and to think and plan strategically
* Experience working in conflict and high risk security environments with complex supply chain
* Previous experience of managing and developing a large teams and the ability to lead, motivate and develop others
* Excellent interpersonal and team skills.
* Excellent IT skills.
* Fluency in written and spoken English
* Commitment to and understanding of Save the Children’s aims, values and principles.

**Desirable*** Oral and written communication skills in Ukrainian and/or Russian
* Experience in managing medical supply chain preferred
* Previously completed Hostile Environment Awareness Training (HEAT)
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| **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: Sue Hodgson** | **Date: 29 Mar 2022** |
| **JD agreed by: Lama Samad** | **Date: 30 Mar 2022** |
| **Updated By: Stephane Moissaing** | **Date: 23 May 2023** |
| **Evaluated:** | **Date:** |