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| **TITLE:**  **Procurement Officer (Buying)** |
| **TEAM/PROGRAMME: Supply Chain** | **LOCATION: Mongu** |
| **GRADE**: 4  | **CONTRACT LENGTH:** |
| **CHILD SAFEGUARDING:** Level 1:  A basic criminal record background (DBS) check is required/equivalent police record check. ***This position is contingent upon donor approval and funding*** |
| **ROLE PURPOSE:** The Procurement Officer (Buying) is responsible for procuring of goods and services for the, Strengthening Health Systems to Provide Life Saving Maternal, Newborn, and Child, Health and Nutrition Services within Save the Children Zambia based and other related procurement activities for SCI. The Procurement Officer will also support the Supply Chain Manager in:* Ensuring that the right supplies and services are procured and that there is timely procurement and delivery of goods and services to programmes to deliver outstanding results for children
* Ensuring best value for money is achieved through competitive and transparent procurement processes.
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| **SCOPE OF ROLE:** **Reports to:** Supply Chain Manager**Staff reporting to this post:** TBA |
| **KEY AREAS OF ACCOUNTABILITY :****Procuring Goods and Services (Buying)*** Responsible for receiving and reviewing of the procurement requests received in prosave to ensure that they have the correct technical description, the procurement lead time/need by date is reflected correctly and is realistic to ensure that the items which be procured prior the need by date.
* Responsible for the rejection of the procurement requests received in prosave which does not have adequate technical description and timely feedback the programme requestor.
* Work closely with the programme requestor and agree on the Need by Date to ensure that once the service or goods have been delivered, the items are received in the Total Inventory Management System (TIM) or the service is immediately received in Prosave by the Programme Requestor.
* Close monitoring of the Supply Chain Efficiency on the Power BI to ensure that the KPI reaches the minimum KPI Level of at least 85% on a monthly basis
* Closely monitor the performance of the suppliers or service provider whether they are delivering on time or not. These trends should be documented.
* Manage suppliers professionally and proactively, providing feedback to improve performance and leading periodic review meetings.
* Support the Lusaka and Field Office with supplier registration on prosave to ensure that they are fully integrated into prosave in readiness for usage.
* Timely communication with suppliers to ensure that the Local Purchase Orders are confirmed and they are timely able to deliver the goods/services.
* Support with uploading of Framework Agreements in prosave and ensuring that the contracts are linked.
* Will be involved in managing Gifts in Kind (GIK).

***Team Management and Capacity Building**** Where applicable conduct performance review with line report and ensure clear work and personal development objectives are established with timelines and regular feedback and support is provided.
* Develop strong relationships with field office programmes to support them in improving their procurement practices

***Fleet Management**** Supporting Supply Chain and Fleet Officer so that fleet is managed pursuant to the fleet guidelines.
* Work closely with Drivers to ensure that monthly reports are prepared timely, and the reports are uploaded on the global Pro Fleet portal. Will also work closely with Drivers to ensure that the fleet utilisation and availability amongst other KPI’s are within the tolerable levels.
* Support the line manager in the production of management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of procurement processes.
* Supporting some heavy lifting of procured items.
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| **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
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| **QUALIFICATIONS** * BA/BSc in management; procurement or related fields> and/ or <Chartered Institute of Purchasing & Supply (CIPS) or equivalent Experience> with valid practising license.
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| **EXPERIENCE AND SKILLS*** Minimum of <3> years of relevant experience working in procurement, preferably in an NGO/and/or development program, with in depth experience in managing procurement processes
* Strong knowledge and experience of implementing procurement processes, driving contract compliance and embedding buying best practice
* Excellent supplier management skills and a strong ability to hold suppliers accountable to deliver on their responsibilities
* Knowledge of NGO/ Donor policies and their compliance requirements in respect of Procurement and wider supply chain activity
* Strong interpersonal and communication skills including influencing, negotiation and coaching.
* Excellent organisational skills, with the ability to juggle multiple tasks with competing priorities and simultaneously stick to deadlines, whilst maintaining relationships with suppliers and customers
* Excellent reporting skills, particularly the ability to quickly develop clear and concise delivery tracking, scheduling or pricing, donor, monthly KPI reports
* Willingness to undertake field travel as required and work in difficult environments according to travel environments>
* Excellent oral and written communication skills; Fluency in spoken and written English;>
* Commitment to and understanding of Save the Children’s aims, values and principles
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| **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. |
| **Safeguarding our Staff:**The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy |
| **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:**  | **Date:** |