|  |
| --- |
| **TITLE:**  Supply Chain Officer  |
| **TEAM/PROGRAMME:** Supply Chain | **LOCATION:** Bangkok, Thailand |
| **GRADE**: 4 | **CONTRACT LENGTH:** Open end contract |
| **CHILD SAFEGUARDING:** Level 3:  the post 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 country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **ROLE PURPOSE:** The Supply Chain Officer is employed to support the Supply Chain Manager in ensuring effective purchasing goods and services support to non-thematic and thematic delivery services to Save the Children Thailand (SCT) Bangkok office. The post holder will play a crucial part in providing international workshops services in collaboration with Administrative and Safety & security team.  |
| **SCOPE OF ROLE:** **Reports to:** Supply Chian Manager**Staff reporting to this post:** N/A**Budget Responsibilities:**  None**Role Dimensions**: working closely with IT, Finance, Senior HR & Admin Manager, Admin Coordinator and Supply Chian team, 3rd party’s suppliers, Save the Children International and visitors.  |
| **KEY AREAS OF ACCOUNTABILITY:** **Procurement (65%)*** Responsible for International workshops purchasing, fund request and ensure payment on time with suppliers.
* Accountable for country non-thematic procurement up to formal threshold and ensuring related documents (both hard copies and e-copies) to comply with documentation requirements according to SCT and donor policy.
* Support Bangkok based project’s procurement as deemed appropriate.
* Communicate with suppliers to obtain necessary quotes, specifications, and quality information in line with Save the Children Supply Chain quality standards and policies.
* Maintain regular contact with suppliers to good service delivery and value for money under the supervision of the Supply Chian Manager
* Payment request preparation and documentation
* Maintain data entry to monthly procurement tracker according to Key Performance indicator (KPI).
* Provide technical support to field offices on supply market maturity, structure and market availability including ability to negotiate framework agreements with supplies.
* Assist with any procurement activities as assigned by Supply Chian Manager
* Responsible for all Bangkok office utilities monthly payment

**Supply Chain reporting and Support services (15%)*** Support the Supply Chain Manager in coordinating with the Asia Regional Office on Supply Chain matters and attend webinars/trainings/workshops as required.
* Assist the Supply Chain Manager to review new or updated Save the Children Global supply chain related policies and take appropriate recommendations and actions. i.e. Procurement, Assets management, Fleet policy, BAF, KPIs, etc.,
* Provide data and input in preparation for internal and external meetings, ARO and SMT dashboards.
* Support the Supply Chain Manager in capacity building to SCT staff, tailor sessions and provide technical support as needed.

**Asset and Stock Management (20%)*** Provide the record all Assets and General Programming Equipment (GPE) on the correct Register databases and disposal.
* Support the Supply Chain Manager to ensure all assets are managed according to Save the Children policy (tagged, registered, issued, disposed of correctly, etc.)
* Participate in a yearly physical check of assets and provide the updated asset register to Finance quarterly.
* Maintain the premises, furniture, fittings and all shared equipment in a fully functioning state and replaced as necessary.
* Liaised with office-based staff to collect and procure the office stocked and necessary supplies.
 |
| **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** * Thai Nationality
* Experience in supply chain, procurement, logistics, and/or administrative role
* Bachelor’s degree (preferable in Logistic, Business Administration, Finance, Accountant, Economic)
 |
| **EXPERIENCE AND SKILLS****Essential:*** Demonstrated skills, experience at least 2 years of Logistics and Administration experience
* Excellent interpersonal, communication/presentation skills, including good level of written and spoken English.
* High level of database management tools and advanced Excel skills.
* Experience with computer applications (Microsoft Office, TEAMs, internet) and ability to troubleshoot network, desktop/laptop and telecommunications issues.
* Very good organisational and planning skills, and a track record of consistently delivering on time
* Ability to work in a team, flexible, result oriented and open-minded.

**Desirable*** Ability to manage several concurrent tasks and to meet deadlines
* High level of diplomacy and tact in dealing with a wide range of people.
 |
| **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:** Tidarat ThananantSenior operation manager  | **Date:** 13 March 2024 |
| **JD agreed by:**  Pinsuda NinpairatSenior Admin & HR Manager  | **Date:**  20 March 2024 |
| **JD evaluated by:** Freddy, Sui Hmung LyanSupply Chain Manager (interim) | **Date:**  20 March 2024 |
| **JD updated by:** Thachamach KrairitDirector of Programmes and Humanitarian | **Date:** 9 December 2024 |