|  |  |  |
| --- | --- | --- |
| **TITLE:**  Supply Chain Procurement Officer | | |
| **TEAM/PROGRAMME:** Supply chain | **LOCATION:** NWAO,Kyiv | |
| **GRADE**: 4 | **CONTRACT LENGTH:** till 31/12/2025 | |
| **CHILD SAFEGUARDING:**  Level 1:  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. | | |
| **ROLE PURPOSE:**  The role will be responsible for the Procurement activities in the North and West Area office. Under the supervisions of the Supply Chain Coordinator, the role has accountability for all Procurements.  The role will report into the Supply Chain Coordinator, and will have technical support available from the Country Office Procurement Manager.  The role does not have any direct reports. | | |
| **KEY AREAS OF ACCOUNTABILITY :**   * Ensuring that programme and office purchases are made in a timely and transparent manner * Ensuring Save the Children procurement policies and procedures are followed at all ties * Seeking to achieve value for money on all procurements; * Leading on a range of procurement activities – from simple quotations to national tenders. * Working with requesters to prepare detailed tender / RFQ documentation * Receiving bids/quotations and completing competitive bid analysis where applicable * Facilitating Procurement Committee processes and meetings * Processing PO’s in line with approved competitive bid analysis/summary and sharing with the supplier for delivery * Implementating and negotiating contracts and framework Agreements with suppliers. * Timely sharing of PO’s and approved samples with warehouse officer is redness of delivery of goods. * Preparing a weekly/monthly procurement Report to the supply chain manager, detailing all ongoing procurements and other relevant information. * Complying with and promoting all Save the Children Global policies such as Child Safeguarding, Whistle blowing, Fraud, and Health and Safety. * Other supply chain tasks (fleet, warehousing, distribution planning, etc.) as relevant | | |
| **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 * **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 | | |
| **EXPERIENCE AND SKILLS**  **Essential:**   1. Over 2 years experience in a procurement role for a reputable organisation. 2. Experience in completing multiple procurement processes (including FQs and tenders). 3. Excellent analytical skills and ability to use basic analysis tools like Excel 4. Ability to build effective working relationships quickly with a wide range of people, both internally and externally 5. Strong communication skills - written and spoken Ukrainian and English   **Desirable**  Experience in the following areas is desirable :   1. Supply chain / logistics experience in humanitarian contexts 2. Experience in technical areas of supply chain operations including procurement, transport, distribution, warehousing and stock management, fleet management and asset management | | |
| **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:**  Head of Supply Chain | | **Signature / Date:**  15/01/2024 |

Declaration

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that I have read and understood this job description and I pledge to respect it along with the SC’s Code of Conduct, Child Protection Policy, the Staff Regulations and the terms and conditions of the contract I signed.