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| **ROLE PROFILE: Emergency Supply Manager** | |  |
| Position Title: | Emergency Supply Chain Manager |
| Position ID: | NEW0000210 |

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| **Team** | Supply Chain | **Grade** | M2 |
| **Reports To (Title)** | Global Head of Humanitarian Supply Chain | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | Any | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The Humanitarian Supply Chain team exists to manage the humanitarian supply chain, providing essential support to countries with supply and logistics during emergency responses, and efficiently deploying and mobilising supply chain resources in complex humanitarian scenarios. By collaborating with other sector organisations and liaising with supply chain business partners and the broader supply chain team, we ensure effective preparedness planning globally and at the country level. Our team leads emergency supply preparedness sessions within the global and country integrated business planning process to enhance readiness and response capabilities in humanitarian crises.  **Role purpose**  The role supports COs with supply chain preparedness and provides critical support to countries during emergency responses This role mobilises supply chain resources, supports complex humanitarian responses, and sustains a network of humanitarian supply specialists. Additionally, the role collaborates closely with other sector organisations and supply chain business partners to enhance readiness and response capabilities in humanitarian crises. The role also backfills for the EHU Emergency Supply Manager role. |

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| **Principal Accountabilities** |
| * Support countries with supply chain emergency preparedness plans. The roles deploys, sometimes for extended periods, to lead and /or support the supply chain management aspects of complex emergency responses. * Mobilises resources in the areas of procurement and logistics internally and/or externally depending on needs. The role liaises and collaborates closely with other sector and UN organisations (eg Logistics Cluster) on humanitarians supply chain matters. * The roles maintains a network of deployable humanitarians supply chain and logistics experts. * The role provides oversight to senior management on the status of supply and logistics, addresses bottlenecks and problems timely and creatively, whilst maintaining robust operational and quality standards and compliance. * The role works closely together with the wider supply chain team, and may also be required to represent supply chain in technical response working/coordination groups. * The role facilitates and supports the emergency preparedness discussions in Integrated Business Planning sessions in country as well as globally for critical humanitarian supply chains. * The role provides guidance to CO on all supply chain emergency functions, processes and procedures and ensures that they meet the needs in all emergency responses. * Inputs to the review of policy and procedures as they relate to emergency supply chain * Ensures the Humanitarian dashboard (Power BI) Resource Hub (Onenet) are maintained and functioning, in collaboration with Analyst team * Prepares reports and analyses data and supports remedial action planning on all aspects of Emergency preparedness |

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| **Budget** |
| TBA |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 25% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Country Supply Chain Team, Global Senior Logistics Manager, OHT leadership team and colleagues. * ProSave team, Centre supply chain functional leads   **External**   * Logistics Service Providers (storage), 3PL freight forwarders, suppliers. Sector logistics organizations such as Logistics Cluster and Help Logistics. WFP and affiliates partner organisations. Other agencies and partners |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children.  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Holds others accountable for achieving results and challenges underperformance.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Leading Edge  Behavioural Indicator: Identifies and addresses root causes of long-term problems facing the organisation.  Cluster: Thinking  Competency: Innovating and adapting  Level: Leading Edge  Behavioural Indicator: Drives innovation and breakthrough solutions to improve outcomes for children.  Cluster: Engaging  Competency: Networking  Level: Accomplished  Behavioural Indicator: Builds strong relationships with a broad range of stakeholders.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Conveys complex issues with clarity, brevity, and confidence. |

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| **Experience and Skills** |
| **Essential**   1. Supply Chain and Logistics Expertise: Demonstrable understanding of supply chain and logistics management, including procurement, storage, inventory management, transportation, and distribution. 2. Emergency Preparedness: Proficiency in developing and implementing emergency supply chain preparedness plans. 3. Resource Mobilisation: Ability to mobilise resources internally and externally, ensuring the timely delivery of supplies and services in complex emergency settings. 4. Collaboration and Networking: Strong collaborative skills and ability to maintain and develop a network of deployable humanitarian supply chain and logistics experts. 5. Problem-solving: Excellent problem-solving capabilities, addressing bottlenecks and logistical issues efficiently and creatively while maintaining high operational and quality standards. 6. Communication: Strong verbal and written communication skills, including the ability to produce high-quality reports and presentations for diverse stakeholders, including senior management and UN organisations. 7. Ability to analyse data and influence decision making 8. Cultural Competency: Ability to work effectively within diverse cultural contexts and sensitivity to local customs and norms.   **Desirable**   * Experience with planning processes such as Integrated Business Planning. * Experience with supply chain systems design and implementation. * Knowledge of master data structures. * Knowledge and experience with supply chain data analytics tools such as Power BI. * Understanding and experience with New Business Development, Award Management, Project Management and related systems (AMS and PPM Prime) is a plus. |

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| **Education and Qualifications** |
| **Essential**   * Level 5 or higher qualification in Business, Procurement, Supply Chain Management, or a formal qualification in a related field or experience in Humanitarian emergency response, with relevant technical experience at managerial level.   **Desirable**   * A degree in Supply Chain Management, Logistics, Humanitarian Logistics, or a related field is preferred. Equivalent work experience can be considered in lieu of formal academic qualifications. Professional certification in logistics or supply chain management (e.g., APICS, CIPS, or equivalent) is highly desirable. * Completion of relevant courses on emergency preparedness and humanitarian logistics (e.g., certification from the Logistics Cluster, Sphere Standards) is advantageous. Desirable: Proficiency in a 2nd Language such as French, Spanish or Arabic |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 3: from 1 – 2 if they deploy |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| version 5 | 11/11/2024 | Sue Hodgson | Willem Zuidema | Willem Zuidema |