|  |  |  |
| --- | --- | --- |
| **Title:** Procurement Coordinator | | |
| **TEAM/PROGRAMME:** Program Operations | **LOCATION:**  Lusaka | |
| **GRADE**: Nat3 | **POST TYPE:** National | |
| **Safeguarding** :  Save the Children does not tolerate any form of exploitation, abuse, or harassment against any person. It is the responsibility of all employees and representatives to protect all people who come in contact with our organization. Save the Children commits to applying the same standards to all its employees and subject them to the same processes regardless of their position, influence, or reputation within or outside of the organization.  **Diversity, Equity & Inclusion**  Save the Children International’s Diversity Policy, aims to promote equal opportunity in employment and to ban any kind of discrimination based on sex, age, social class, disability, HIV status, religion, race and ethnicity. | |
| **ROLE PURPOSE:**  The Procurement Coordinator is responsible for procurement coordination including procuring of goods and services within Save the Children Zambia. The Procurement Coordinator 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. * Team building in ProSave * KPI monitoring and tracking * Development of Consolidated Procurement Plans and Sourcing Pipeline.   The Procurement Coordinator will also be supporting the coordination of Supply Chain and Procurement activities across country offices. | |
| **SCOPE OF ROLE:**  **Reports to:** Supply Chain Manager  **Staff reporting to this post:** Dotted linesfor Procurement officers | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Procuring Goods and Services**   * Responsible for procurement plans coordination and buying of goods and services. * 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. * Facilitating payment for suppliers each month. * Procurement tracking to ensure no suppliers are delayed in payments past three weeks of the month for orders done in the previous month. * Close monitoring of the Supply Chain Efficiency on the Power BI to ensure that the KPI reaches the minimum KPI Level at least 85% monthly. * 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 use. * 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). * Managing and resolving Accruals.   ***Team Management and Capacity Building***   * Support the SCM in identifying procurement glitches for rapid feedback and action. * Facilitating ProSave support to procurement officers and staff for improved requisitions and regular feedback provided. * Develop strong relationships with field office programmes to support them in improving their procurement practices. * Through the dotted lines, coordinate procurement officers to perform duties according to the SOP. * Serving as a link of operationalization of payment tracking to within 3 weeks past the previous month to control any delays.   ***Fleet Management***   * Supporting Supply Chain and Fleet Officer so that fleet is managed pursuant to the fleet guidelines. * Facilitate hiring of fleet for goods and supplies to various schools * Support the line manager in ensuring hired delivery tracks confirm to sustainability and localization agenda. * Ensure that all documentation relating to hired fleet from deliveries are all gathered and put on file when preparing for payments to third parties and Government agencies. | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Able to address ProSave issues that are within scope * 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 procurement officers 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. * Ready to provide advise to better service delivery   **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. * Coordinate and tracking POs for real time payments   **Creativity:**   * develops and encourages new and innovative solutions * willing to take disciplined risks. * Setting up of supplier contacts in one shared folder for real time use.   **Integrity:**   * honest, encourages openness and transparency in procurement processes; demonstrates highest levels of integrity | |
| **QUALIFICATIONS**   * BA/BSc in management; procurement or related fields> and/ or <Chartered Institute of Purchasing & Supply (CIPS) or equivalent Experience> with valid practising license. | |
| **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 | |
| **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. | |

**APPLICATION INSTRUCTIONS:**  
  
QUALIFIED APPLICANTS SHOULD ONLY ATTACH A COVER LETTER AND AN UPDATED CV.  
  
The closing date for receipt of applications is **Tuesday 17th June 2025**. Only shortlisted candidates will be contacted.  
  
***Save the Children reserves the right to re advertise if suitable applicants are not found.***  
***Save the Children is an equal opportunity and affirmative action employer that does not engage in any practices which discriminate against any person employed or seeking employment based on race, colour, religion, gender, national or ethnic origin, age, marital status and we will never ask that you pay for anything as part of the selection process or thereafter.***