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| **Title:** Supply Chain Manager | | |
| **TEAM/PROGRAMME:** Program Operations | **LOCATION:**  Lusaka | |
| **GRADE**: 3 | **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 Supply Chain Manager provides leadership to the supply chain team, ensures support and performs controls over all aspects of the Supply Chain function across the whole country office.  S/he works collaboratively with all relevant stakeholders and functions within the Country Office, ensuring critical Supply Chain activities are planned and performed together with all key colleagues.  Additionally, the role assists the Director of Programs and Operations and other members of the Senior Management Team in ensuring the application of and adherence to all relevant SCI policies; provides technical lead in managing risks linked to Supply Chain management. The role includes a safety and security focal point for the Country Office.    In the event of a major humanitarian emergency, the post holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. | |
| **SCOPE OF ROLE:**  **Reports to:** Director of Programmes & Operations  **Staff reporting to this post:** Procurement Officers, Supply Chain and Fleet Officer  **Role Dimensions**:  Works collaboratively with: programme and departmental leads, all staff, service providers and the Regional Office on all supply chain matters to ensure operational excellency, value for money and minimum risk. | |
| **KEY AREAS OF ACCOUNTABILITY:**  **Logistics systems and procedures and donor compliance**   * Ensure understanding and implementation of the full compliance with SCI Minimum Operating Standards (MOS) for logistics management including recommending remedial action and implementing action plans where standards are not currently met * Ensure systems in place to monitor pipeline and procurement expenditure on a monthly basis and finance monthly payment projections * Support of field offices in creating and update supply chain and programme support plans. * Ensure programme compliance with internal control procedures   **Procurement and Supply:**   * Coordinate all procurements as per SC processes, systems and procedures * Lead in the development of Frame Work Agreements and Contracts * Oversee procurement requirements of the program; implement procurement as per approved guidelines, procedures and forms (Purchase Orders, Goods Received Notes) * Check and monitor the availability and prices of requested items in the local market; liaise with program staff if procurement must be conducted there. * Manage all tender procurements, coordinate and lead in tender evaluations. * Manage CO asset management and warehouse management   **Training**   * Ensure that country office and field staff (not only logistics) staff are fully trained and knowledgeable about the requirements of SCI global manual and any local procedures * Ensures that any donor requirements that affects the logistics procedures are notified to staff in time   **Audit function**   * Verify the adherence of set policies and procedures with regard to warehousing, suppliers relations, GIKs, FAR and other upcoming required tasks * Support in the implementation of internal and external audit recommendations at the CO and in the field office   **Team Management**   * Provide management oversight to all staff under the Supply Chain department including staff inductions and training. * Manage the performance of all staff in the Supply Chain department through:   + Effective use of the Performance Management System including the establishment of clear, measureable objectives, ongoing feedback, periodic reviews and fair and unbiased evaluations;   + Coaching, mentoring and other developmental opportunities;   + Recognition and rewards for outstanding performance;   + Documentation of performance that is less than satisfactory, with appropriate performance improvements/ work plans * Ensure effective coordination, regular communication and understanding within Logistics department and with the other departments by providing advice and mentoring   **Child safeguarding**   * Familiarise himself/herself with Save the Children’s Child Safeguarding Policy and shall strictly adhere to the Policy (and shall strictly comply with the Policy) * Ensure representatives/suppliers/contractors engaged to do work on behalf of Save the Children are fully informed of the Child Safeguarding Policy expectations including through organising for induction of engaged representatives/suppliers/contractors to undergo Child Safeguarding Policy training * Ensure Logistics staff are trained in full Child Safeguarding Policy at least once per year * Report child safeguarding concerns in line with the reporting protocol.   **Safety and Security**   * Undertake safety and security assessment of program areas and potential program areas as requested by CD and Senior Management Team (SMT). Report on findings and design necessary improvements. * Assess threat, risk, and vulnerability and make recommendations to Country Director (CD) to reduce staff exposure. * Develop and update the Security Risk Assessments (SRA), Security Standard Operating Procedures (SOPs) and Contingency Plans for country programs. * Ensure that all staff are fully cognizant of the prevailing security threats and fully advised on means to reduce staff vulnerability to those threats e.g. awareness during ALL staff meetings. * Undertake field missions to the program areas and potential program areas whenever needed and/or as requested by CD and SMT. * Prepare and annually update safety and security management plan (SSMP). * Facilitate safety and security management training with staff in the country office and in project locations. * Provide recommendations to SC staff to gain acceptance from and improve SC image among host communities and local stakeholders. * Develop security briefing materials for new staff and visitors. Provide security orientation/briefing for newly recruited SC staff and CO visitors. * Ensure that appropriate systems are in place e.g. security/communication tree to effectively disseminate safety and security information and updates on the security situation to SC staff. * Develop, socialize and maintain an up-to-date security/communication tree, and conduct quarterly tests of the security/communication tree. * Quarterly sensitization sessions with the security/communication tree Team Leaders on their roles and duties. * Quarterly update of the Country Pre-departure Information (PDI) document. * Maintain a record of security-related mandatory online courses database in liaison with the HR team. * Ensure that regular catch – up safety and security meetings are conducted with the CD. * Conduct facility assessments to ensure safety and security standards are met when selecting expatriate residents. * Ensure that fire safety arrangements, plans for fire/buildings evacuation, relocation/evacuation of staff are updated and keep staff informed of any change/update. * Support programs staff during project proposals development to include S&S considerations, requirements and budgetary needs. Take part in projects’ kick off meetings. * Maintain monthly reporting system with CD and SMT on operational environment security situation and other security-related activities. * Ensure all SC staff understand and comply with incident reporting requirements and procedures (Datix system). * Follow-up as necessary issues related to CO reported incidents and collaboratively work with the Regional Office S&S specialist on the management of Datix reported cases. * Lead internal investigations of the safety and security-related incidents approved by the CD. * Support the facilitation of the CO Annual Critical Incident/Crisis Management Training (CI/CMT) for the Senior Management Team (SMT). * Represent CO at interagency safety and security forums. * Liaise with UN, government, diplomatic and consular officials and community leaders in the process of gathering and verifying safety and security information on a regular basis. * Work in collaboration with the Regional Security Team for any technical support required.   **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. | |
| **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**   * Degree in Supply Chain/Procurement/Logistics or related field * MBA in Supply Chain/General MBA is an added advantage * A professional qualification in procurement e.g. Diploma in Purchasing and Supply Chain Management / Chartered Institute of Purchasing & Supply or equivalent will be an added advantage * Good Computer literacy (word, excel, databases, emails, internet, power point etc.) | |
| **EXPERIENCE AND SKILLS**  **Essential**   * At least 5 years of experience in Supply Chain management including in humanitarian response, * Knowledge and experience of using Procurement ERP systems is a MUST * At least 3 years of experience in supply chain management in INGOs and/or complex /large scale programmes in humanitarian emergency response environments; * Proven experience in all technical areas of logistics and supply chain, including procurement, transportation and distribution, warehousing and inventory management, fleet management, assets management, etc. * Experience of working with funding from major institutional donors such as SIDA, USAID, ECHO and DFID * Experience in setting up of management systems, process improvements, and high level management beyond the day to day Supply Chain activities. * Experience in implementation of complex international supply chains to support different types of programs across multiple geographic locations. * Experience in managing complex sub-contracting activities, especially for high risk areas such as construction and Cash interventions. * Experience in medical supply chain management * Experience in strategic thinking and planning with respect to strengthening existing logistical systems. * Experience in managing logistics teams, including senior roles at managerial level; * Experienced in team development and capacity building. * Ability to synthesize and analyse complex information quickly and clearly and make informed decisions. * Ability to build positive relationships with a wide range of people, both internally and externally, and across departments and programmes. * Excellent capacity for planning, management and coordination skills, with the ability to organize a high workload composed of diverse, complex tasks and responsibilities. * Strong communication skills (written and oral) in English * Understanding and commitment to the goals, values ​​and principles of Save the Children.   **Desirable**   * Experience in specific areas of logistics such as mechanical fleet networks, IT / Communications; * Strong analytical skills, and capacity to make analysis and provide key data-based inputs to country office management team | |

**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.***