

POSITION DESCRIPTION

Title: Supply Chain Officer
Reporting to: Supply Chain and Administration Coordinator
Location: Port Vila
Remuneration: Grade 4. Remuneration will be reviewed annually based on performance.

SAVE THE CHILDREN AUSTRALIA

Save the Children is the world’s largest independent child rights development organisation, making a difference to children’s lives in more than 100 countries. From emergency relief to long-term development, Save the Children secures a child’s right to health, education and protection.

Save the Children Australia manages and implements programs in Australia, Bangladesh, Cambodia, Laos, Papua New Guinea, Timor Leste, Solomon Islands and Vanuatu. We also support development programs through our global networks in selected countries in Asia, Africa and Latin America.

SCA in Vanuatu Program aims to achieve positive outcomes for vulnerable children and young people in the areas of health and well-being, child rights and child protection. We advocate on behalf of children and promote the rights of the child.

KEY PURPOSE OF POSITION

Reporting to the Supply Chain and Administration Coordinator, the Supply Chain Officer is responsible for planning, managing, implementing and monitoring the daily activities of the supply chain function, including procurement, asset, fleet and inventory management. A key component of the role is capacity building program offices to ensure that they are compliant with supply chain processes, policies and procedures.

| COMPETENCY | KEY RESULT AREAS/RESPONSIBILITIES |
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| Business partnering with Supply Chain teams at Program Offices | <ul style="list-style-type: none"> • Work closely with the supply chain function at program offices to ensure they are aware of and compliant with SCA policies, procedures and standards • Work closely with Program Offices to ensure that they meet cyclical (weekly / monthly / quarterly) reporting deadlines in respect to procurement, assets, fleet and inventory management. • Regular compliance and support visits to Program Offices. • Model the values of Save the Children |
| Procurement | <ul style="list-style-type: none"> • Coordinate closely with the program implementation department and program offices to ensure procurement plans |

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| | <p>are submitted on a timely basis.</p> <ul style="list-style-type: none"> • Ensure that procurement is completed on time and that value for money is attained. SCA procurement policies are adhered to and the necessary supporting documentation is present. • Procurement tracker for country office and program offices are kept up-to-date and communicated on a weekly basis to inform pipeline tracking and accruals. • Drive key activities that improve efficiency and effectiveness of procurement, including capacity building of staff, systematic review and selection of preferred suppliers, credit and payment arrangements. |
| Asset Management | <ul style="list-style-type: none"> • Ensure that an up-to-date asset register is maintained on a monthly basis at both country office and program office levels • Asset registration, tracking, allocation and disposal processes are adhered to and necessary supporting documentation captured. • Ensure that fixed asset stocktake and reconciliation process takes place quarterly for the program offices that you are supporting. Any discrepancies identified and follow up actions taken. • |
| Fleet Management | <ul style="list-style-type: none"> • Ensure that Fleet performance reporting is being completed at the program offices every month to the required standard, and that supporting documentation is fully captured. • Ensure Drivers are performing to expectations as outline in the position description |
| Inventory Management (program and admin stock) | <ul style="list-style-type: none"> • Ensure that inventory management systems, policies and procedures are being implemented at the program office level. This includes receipt, valuation, storage, distribution, stocktake and reconciliation. • Manage warehouse and contingency stock for emergencies |
| Humanitarian Response | <ul style="list-style-type: none"> • Work with Save the Children’s Humanitarian department to increase humanitarian capacity of the PNG country office, specifically related to supply chain. |

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| SC INTERNATION | SAVE THE CHILDREN INTERNATIONAL DEFINITIONS | DEMONSTRATED BEHAVIOURS |
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| AL VALUES | | |
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| ACCOUNTABILITY | We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners and, most of all, children. | <ul style="list-style-type: none"> • Is happy to take responsibility where the necessary skills exist or can be developed. • Is able to learn from mistakes and successes. • Enjoys the idea of a challenge and associated learning. • Actively seeks out development opportunities. • Is able to seek out assistance/resources where required. • Is able to set own goals and objectives. • Demonstrates personal drive and commitment. |
| AMBITION | We are demanding of ourselves and our colleagues, set high goals and are committed to improving the quality of everything we do for children. | <ul style="list-style-type: none"> • Works towards and achieves set goals & objectives. • Committed to quality & continuous improvement in work efforts & activities. • Is proactive and pursues relevant opportunities. |
| COLLABORATION | We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children. | <ul style="list-style-type: none"> • Can quickly find common ground and solve problems for the benefit of all. • Is fair and reasonable to others. • Can solve problems with peers with minimal disruption. • Is a team player and is cooperative. • Easily gains trust and support of peers. • Encourages collaboration. |
| CREATIVITY | We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children. | <ul style="list-style-type: none"> • Embraces and supports organisational change. • Acts as a change agent and encourages others to embrace change. • Presents relevant new ideas to peers and manager/supervisor. • Is seen as value-adding within the workplace. |
| INTEGRITY | We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children. | <ul style="list-style-type: none"> • Acts with authenticity and is accountable for own words & actions. • Acts with honesty and transparency in all dealings. • Ensures high levels of confidentiality relating to both data and verbal communication. • Behaviour is in accordance with Save the Children Australia's policies and Code of Conduct. • Is aware of the impact of own behaviour on others and manages behaviour accordingly. • Can present the accurate truth in an appropriate and helpful manner. • Admits mistakes. • Doesn't misrepresent him/herself for personal gain. |

Child protection and safeguarding requirements

- Safeguard children's rights and act in the best interests of children at all times
- Comply with child safeguarding and protection policies and standards
- Maintain a child safe environment at the workplace
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Not abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Comply with the Child Protection Code of Conduct when working with children and young people

Security and risk management requirements

- Be aware of, and consider, the risks associated with your everyday work and apply appropriate mitigation measures

PERSON SPECIFICATION

Experience and skills

- 3+ years demonstrated experience in supply chain work environment
- Experience in and/or knowledge of procurement systems and procedures
- Experience in and/or knowledge of asset, fleet and inventory management
- Excellent inter-personal skills and able to communicate with diverse set of stakeholders
- Team player
- Strong analytical skills and ability articulate complex information in an easy to understand manner
- Strong ability to prioritise, plan and meet multiple deadlines each month
- Self-starter who is willing to go the extra mile to get the job done
- Solutions focused with ability to identify weaknesses and implement process improvements
- Excellent understanding of computerised accounts packages, Excel, PowerPoint and Word
- Understanding of Save the Children's vision and mission and a commitment to its objectives and values.
- Customer service mindset
- Comfortable working in a multi-cultural environment and perceives diversity as a key organisational strength
- Written and verbal fluency in English, fluency in Bislama desirable

Qualifications/Accreditations

- Relevant tertiary qualification

Terms and Conditions:

- Employment is by way of a contractual agreement between SCA and the employee, subject to SCA Human Resource Policies.
- Any offer of employment by Save the Children Australia will be subject to a satisfactory National Police Record Check.
- Employees must indicate their written agreement with Save the Children Australia's Child Protection Policy and Code of Conduct.
- Employees must sign onto the Save the Children Code of Conduct.
- Some out-of-hours work may be required in this position.
- Some provincial and international travel may be required in this position.
- Ongoing performance will be measured against KPI's, values and demonstrated behaviours outlined above.