

**JOB DESCRIPTION**

<b>Supply Chain &amp; IT Officer</b>	
<b>TEAM/PROGRAMME:</b> Administration	<b>LOCATION:</b> Thimphu, BHUTAN
<b>GRADE:</b> 4	<b>POST TYPE &amp; CONTRACT LENGTH:</b> National (Contract) – until 31 <sup>st</sup> December 2025 with possibilities of extension.
<p><b>CHILD SAFEGUARDING:</b> Level 3 - the post holder will have contact with children and/or young people <u>either</u> frequently (e.g. once a week or more) <u>or</u> intensively (e.g. four days in one month or more or overnight) because they work alongside the programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.</p>	
<p><b>ROLE PURPOSE:</b> The purpose of this position is to provide efficient support on logistics (with main focus on supply chain, logistic and IT) for proper implementation of Save the Children programs in Bhutan. The position holder will be responsible for helping the IT lead/team in various strategic and technical work, primarily responsible for implementation, configuration, and troubleshooting of the overall IT system, IT assets, and resources and managing various servers, Active Directory, Global/local applications, LAN, WAN, WLAN, security system and assist in information management system.</p>	
<p><b>SCOPE of ROLE:</b></p> <p><b>Reports to:</b> Senior Human Resource and Administration Manager, SC Bhutan Office</p> <p><b>Dimensions:</b> The post holder is required to work closely with Budget Holder, program coordinators/officer and other stakeholders from finance, HR, media, and communications.</p> <p><b>Staff directly reporting to this post:</b> NA</p>	
<p><b>Main Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Manage and execute procurement of goods and services required for the organization following the guiding principles “Best Value for Money, Transparency, Accountability, Equal and Fair competition”.</li> <li>• Ensure logistics/procurement policies including donor requirements are followed all the time and pay attention for making zero non-compliances.</li> <li>• Establish proper recording and monthly reporting systems of all procurement activities including procurement tracker and share the procurement status to SR. HR &amp; Administration Manager and other stakeholder on a weekly/monthly basis.</li> <li>• Initiate market survey once a year basis for regular items and analyze the price trend over the period.</li> <li>• Initiate vendor management including listing of pre-qualified vendor roster, developing criteria for vendor selection, evaluation of vendor, vendor vetting etc.</li> <li>• Assist the Sr. HR and Administration Manager in the process of signing the Framework Agreements (FWA) with suppliers and keep proper record of the agreements.</li> <li>• Maintain an effective working relationship as Save the Children representative with vendors/suppliers for mutual benefits for both parties.</li> <li>• Ensure all the suppliers/vendor details are uploaded in Ariba network and the catalogue updated in ProSave- S2P.</li> </ul>	

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- Assist the Sr. HR & Administration Manger in preparing and keeping record of request for quotation, comparative bid analysis, purchase order and other procurement related documents and maintain proper records.
- Ensure the goods received (program supplies) are entered correctly in Total Inventory Management (TIM) system and goods released before the SOF ends.
- Ensure proper records of the acknowledgements/receipts of the released goods in coordination with Store Assistant.
- Ensure submission of invoices received for the goods delivered/ services rendered to concerned Budget Holders/requesters after verification along with supporting documents and also ensure timely payment to the suppliers within 30 days of receiving goods/invoices from the supplier.
- Prepare country KPI for logistic, procurement, fleet, inventory monthly including the relevant reports like monthly fleet analysis report etc.
- Ensure the office Asset and GPE register is updated and each of them with SCI standard asset tag.
- Coordinate the task of carrying out the physical verification (Mid- year and year- end) of the office stocks including TIM stocks.
- Ensure the old and un-used office equipment's/ furniture are auctioned off following due process and maintain proper record.
- Arrange international and domestic air tickets for all staff & SC visitors as requested and approved and maintain its records.
- Ensure all logistic arrangements (VISA, Hotels, vehicles, route permits etc) are arranged for all SC visitors.
- Organize vehicles staff travel to the field and for airport pickup and drop of staff and visitors.
- Manage the monthly vehicle movement plans and ensure correct update of the movements as per log-sheets in the ProFleet system.
- Be familiar with the Information Technology Standard Operating Procedure (IT-SOP) of SCI and assist staff with IT equipment and facility to run their business efficiently.
- In close coordination with the IT & Logistic Coordinator, the post holder is responsible to manage local area network of the Office (LAN, Wireless- Meraki devices, Fortigate, NAS devices, Printers, Windows server, etc), e-mails, internet system and backing up of system and business data.
- Ensure all the IT hardware and software are as per the SCI standard.
- Effective support to function smooth running of email, Global applications like Agresso, HR Oracle, CrowdStrike, Zscaler, MS Teams, OneDrive, SharePoint, etc.
- Ensure all IT support requests channels via JIRA, and monitor & maintain Jira SLA for Bhutan office.
- Installations of standard software in the PCs, configuration of shared folders, troubleshoot the ICT equipment as required and arrange repair following the product warranty compliance.
- Ensure all the users are connected to SCI Azure and their computer names and accounts are configured as per SCI standard.
- Support on Global IT Projects and roll outs and ensure their installation and report.
- In coordination with store, maintain pool of IT equipment so that staff could borrow as needed.
- Assist staffs on efficient use of IT facilities, backing up data, usage of common templates, etc
- Configure new PCs by installing SCI standard software e.g. MS Windows, MS Office and teams, configure Outlook, and regularly update antivirus, windows, etc and ensure proper power back up for all IT equipment and internet services in the office.
- Liaise with Telecom (ISP) for internet leased line.
- Support in preparing various IT user manuals and user guidance.
- Provide general training and orient staff on IT relevant guidelines, policies and acceptable us of IT.
- Track and keep logs of IT infrastructures, hardware and software assets, and license requirements.
- Assist in scoping out IT and Logistics needs in the office and develop budget accordingly.
- Work in emergency as part of SCI dual mandate.

- Comply with Save the Children policies and practices with respect to Code of Conduct, Child Safeguarding and other relevant policies and procedures.

**Occasional duties:**

- Assist in developing the annual operations Budget.
- Escort visitors and donors for cultural sight-seeing tours while in Bhutan as and when asked by National Director/Sr. HR & Administration Manager

**SKILLS AND BEHAVIOURS (Values in Practice)**

**Accountability:**

1. Holds self accountable for making decisions, managing resources efficiently, achieving and role modeling the Save the Children values.
2. Holds the team 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:**

1. Sets ambitious and challenging goals, takes responsibility for own personal development and encourages others team members to do the same.
2. Widely shares the personal vision for Save the Children, engages and motivates others.
3. Future orientated, thinks strategically.

**Collaboration:**

1. Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters.
2. Values diversity sees it as a source of competitive strength.
3. Approachable, good listener, easy to talk to

**Creativity:**

1. Develops and encourages new and innovative solutions.
2. Willing to take disciplined risks.

**Integrity:**

Honest, encourages openness and transparency

**QUALIFICATIONS, EXPERIENCE and SKILLS**

- Bachelor's in Computer Application or B.SC. in Computer Science (3 years degree)
- Total work experience of at least 3 years in IT operations and Maintenance and Supply Chain & Logistics
- Familiar in various of network technologies and devices like firewall, routers, switches, Wi-Fi, Cloud computing, webpages, mobile apps, etc.
- Have skills in general troubleshooting of Servers, PCs, WAN, LAN, Wireless, cabling and Hardware Maintenance
- Working experience in INGO or NGO is desirable

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- Good writing and communication skills
- Good written and spoken English.
- Good networking and relationship management skills
- Should have demonstrated excellent inter personal skills

<b>JD written by:</b> Sr. HR & Administration Manager	<b>Date:</b> 04.04.2024
<b>JD agreed by:</b> National Director	<b>Date:</b> 04.04.2024
<b>Evaluated:</b> HR & Admin Director, Nepal-Bhutan CO	<b>Date:</b>
<b>Approved by:</b> Country Director – Bhutan & Nepal CO	<b>Date</b>