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| **ROLE PROFILE: International Supply Chain Senior Officer** | |  |
| Position Title: | International Supply Chain Senior Officer |
| Position ID: |  |

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| **Team** | Supply Chain (Logistics Team) | **Grade** | P2 |
| **Reports To (Title)** | Global Senior Logistics Manager | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | Any | **Headcount** | 4 |

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| **Team and Job Purpose** |
| **Team purpose**  The purpose of the team is to support country offices to purchase and distribute goods from global framework agreements. The team is responsible for ensuring lead-times, value for money and compliance to donor and regulatory procedures, specifically GDP and our MHRA license.  There are four roles in this team that will support all SCI country offices doing international procurement and distribution.  **Role purpose**  These positions are responsible for processing international procurement purchases and sourcing for distribution/transportation services in line with the principal accountabilities listed below. |

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| **Principal Accountabilities** |
| * Receive, review and process international procurement requests produced in countries. Obtain quotations from suppliers under Global FWA contracts, provide bid analysis and ensure best value for money is delivered. * Be the interface for countries and suppliers regarding procurement and distribution processes. * Carry out procurement requests by managing sourcing activities on ProSave (procurement system as when needed). * Arrange and follow up the transport of procured items up to requesting countries, supporting and arranging the right documentation for the customs clearance process. * Ensure accurate and precise archiving of procurement and distribution documents. * To regularly update the international procurement and distribution tracker and make it available for centre and country offices. * Liaise with appropriate staff in the Country Offices and 3PL representatives for the shipment delivery by Land/Air/Sea and types of shipping documents and general programme needs. * Interpret and clarify commercial, and other donor rules, standards, and regulations related to international transport and shipping * Coordinate with suppliers, COs' Supply Chain staff to ensure receipt of supplies are arranged in advance, so the necessary preparation is carried out for quantity and quality verifications. * Work with minimum supervision under challenging conditions in varying locations to support country procurements. * Ensure compliance to GDP and other regulations (including our MHRA licence). |

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| **Budget** |
| No |

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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 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)   * Country Heads of Supply Chain, Country Procurement and Warehousing Staff, Supply Chain business partners.   **External**   * Suppliers (particularly goods suppliers and freight forwarders). |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team.  Cluster: Leading  Competency: Delivering results  Level: Accomplished  Behavioural Indicator: Establishes clear and compelling objectives with teams and individuals and monitors progress and performance .  Cluster: Thinking  Competency: Problem solving and decision making  Level: Accomplished  Behavioural Indicator: Makes informed strategic decisions based on full evaluation of the opportunities and risks of each idea and solution .  Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Accomplished  Behavioural Indicator: Shares knowledge and best practice on technical solutions so that others can make best use of that expertise .  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Recognises when trust is broken and seeks to resolve conflict and re-establish trust .  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Promotes dialogue with key stakeholders through active listening and effective questioning |

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| **Experience and Skills** |
| **Essential**   1. Understanding of SCI supply chain processes (procurement, distribution) 2. Understanding of technical supply chain concepts (import/export controls, incoterms, 3PLs, modalities of transports). 3. Understanding of Good Distribution Practice and the ability to apply the principles in work. 4. Understanding of Supply Chain systems (ProSave, TIM). 5. Strong written and verbal communication skills. 6. Strong excel and attention to detail.   **Desirable**   * Understanding of market trends in key commodities. * Strong relationships with 3PL companies or understanding of the 3PL market. |

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| **Education and Qualifications** |
| **Essential**   * Degree related to business analytics or a formal qualification in a related field like logistics, business administration.   **Desirable**   * Power BI certification and/or certification in business analytics is desirable |

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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 1: A basic criminal record background (DBS) check is required/equivalent police record check. |

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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 1 | 8/8/2024 | Jamie Meacham | Jamie Meacham | Willem Zuidema |
| version 2 | 10/09/2024 | Jamie Meacham | Jamie Meacham | Willem Zuidema |