

TITLE: Supply Chain Officer	
TEAM/PROGRAMME: Supply Chain	LOCATION: Hanoi
GRADE: NAT 5	CONTRACT LENGTH: 01 year
<p>CHILD SAFEGUARDING: 2</p> <p>Level 2: <u>either</u> the post holder will have access to personal data about children and/or young people as part of their work; <u>or</u> the post holder will be working in a 'regulated' position (accountant, barrister, solicitor, legal executive); therefore, a police check will be required (at 'standard' level in the UK or equivalent in other countries).</p>	
<p>ROLE PURPOSE:</p> <p>The Supply Chain Officer is responsible for supporting end-to-end supply chain operations, including sourcing, procurement, warehousing, and logistics activities for assigned projects. The role ensures compliance with SCI policies and procedures while maintaining efficient operations of Save the Children programmes in Vietnam.</p> <p>In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to: Supply Chain Manager Staff reporting to this post: NA Indirect : N/A Role Dimensions: Coordination with supply chain team members, admin staffs, finance officers, project managers and project staffs, budget holders and other relevant staff. Budget Responsibilities: N/A</p> <p>This position is based in Hanoi office with possible travel to field offices to support supply chain activities in this office if it would be required.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <p>I. Sourcing and Procurement Management</p> <p>1. <u>Procurement Plan for assigned projects:</u></p> <ul style="list-style-type: none"> • Provide support and advice on procurement planning from proposal stage • Review procurement timelines and requirements, ensure alignment with project objectives and budgets and consolidate procurement plans for assigned projects • Arrange and lead the regular procurement plan review meetings with budget holders and stakeholders • Track action items and recommend plan optimizations. <p>2. <u>Execute procurement activities for assigned projects:</u></p> <ul style="list-style-type: none"> • Lead end-to-end procurement activities for assigned projects, including but not limited to: <ul style="list-style-type: none"> - Conduct market research and analysis on a regular basis to ensure value for money - Coordinate the development of comprehensive evaluation criteria 	

- Ensure transparency and fairness in the supplier selection process
- Document evaluation decisions while maintaining compliance with SCI policies
- Manage bid clarifications, negotiations, and technical evaluations
- Calculate savings for each package once completed
- Ensure quality requirements, timelines, and cost-effectiveness (value for money) are met.
 - Manage contracts effectively:
 - Oversee the creation and amendments of contracts for assigned projects and assigned general contracts/FWA
 - Monitor contract compliance, performance, quality and renewal requirements
 - Maintain thorough documentation and coordinate contract reviews with stakeholders
 - Track contract expiration dates to ensure timely renewals
 - Facilitate the proper handover of contracts to relevant teams.

3. Support Supply Chain Manager in FWA management activities

- Support Supply Chain Manager in assigned Framework Agreements lifecycle (FWA validity, cap limits, duration, performance and quality; extension and/or termination)
- Lead end to end bidding activities for assigned FWAs
- Ensure proper documentation and filing for FWAs
- Maintain updated FWA database
- Support Supply Chain Manager in tracking and reporting on Benefits Achievement Forms (BAF): including cost saving calculation, BAF report preparation, identification on additional saving opportunities.

II. Process and Continuous Improvement

- Support standardization initiatives:
 - Develop and maintain standard required specs for common procurement categories
 - Create standardized evaluation criteria for frequently purchased goods/services
 - Implement best practices in procurement processes
 - Document standard operating procedures
- Identify and implement improvements:
 - Analyze current processes for efficiency gaps
 - Propose and implement process enhancements
 - Monitor effectiveness of implemented changes
 - Share best practices across teams
 - Train team members/project staffs on new procedures
 - Track and report on improvement initiatives

III. Execute and support supplier relationship management activities:

- Establish and maintain strong relationships with strategic and key suppliers
- Conduct regular supplier performance reviews and business reviews
- Monitor supplier KPIs and development plans
- Implement supplier improvement initiatives

IV. Act as Supply Chain business partner for assigned projects:

- Provide strategic advice on sourcing and procurement activities
- Guide stakeholders through procurement processes

- Recommend solutions to optimize supply chain efficiency
- Support project teams in procurement planning and execution
- Identify and mitigate potential supply chain risks
- Advise on best practices and process improvements
- Facilitate communication between project teams and supply chain functions
- Support budget holders in procurement-related decision making
- Provide regular updates on procurement status and market conditions

V. Warehouse, Inventory and Asset Management for assigned projects

- Maintain effective warehouse management (item master data request, in, out, storage, reporting and related matters: rental, insurance, etc) and TIM system operations
- Conduct regular stock checks and reconciliation between TIM and Agresso
- Manage proper inventory coding and stock management
- Monitor expiry dates and stock turnover
- Ensure proper storage facilities management
- Coordinate distribution activities to project sites
- Maintain the Asset Register and participate in Asset count bi-annually.

VI. System Management

- Maintain ProSave system operations for procurement activities
- Support supplier registration in Ariba Network and validate, update supplier information
- Provide system support to assigned projects & suppliers
- Conduct supplier training on system usage
- Monitor and report system issues

VII. Reporting and Analysis

- Run, analyze procurement and inventory reports for assigned projects/SOF
- Self monitor and report on assigned management indicators on a regular basis (weekly/monthly) - including but not limited to SLA, leadtime, workload, ... - ensuring assigned tasks are processed and done in a timely & quality manner
- Coordinate payment forecasts and schedules with Projects/Finance
- Analyze procurement data and trends

VIII. Compliance and Capacity Building

- Ensure compliance with SCI policies and donor requirements
- Support training of CO staff and partners on procurement procedures
- Contribute to team capacity development
- Provide technical support to partners and project staffs

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

- Bachelor's degree in business or related field, MA is preferable;
- Good at stakeholders' management;
- Good at analysis and planning.

EXPERIENCE AND SKILLS

Essential

- At least 5 years experience in supply chain or sourcing/procurement, preferably in international organizations, INGOs and/or bilateral organization.
- Has value for money mind-set.
- Has growth mind-set, good time-management skills, excellent interpersonal, communication and teamwork skills.
- Critical thinker, good problem solving, solid judgement with ability to make good decisions.
- Ability to negotiate and sustain networking relationships.
- Familiarity with sourcing and vendor management and relevant software.
- Understanding of market dynamics and sound business judgement.
- Comfortable with figures and in collecting, analyzing and interpreting data.
- Sense of ownership and pride in your performance and its impact on the organization's success.
- Excellent prioritization skill and ability to coordinate a variety of work activities.
- Fluent English speaking and writing skills.
- Good financial management skill.
- Has strong sense for compliance.
- Proven commitment to children's rights and equality of opportunity.

Desirable

- Master's degree
- Knowledge of Vietnam development issues and NGO networks

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.	
Equal Opportunities The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.	
Child Safeguarding: We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.	
Health and Safety The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.	
JD written by:	Date:
JD agreed by:	Date:
Updated By:	Date:
Evaluated:	Date: