

Supply Chain Manager

Position Description

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| Reporting to: | Director, Operations | Work location: | Honiara |
| Project Team: | Country Office | Budget holder: | No |
| Grade: | 9 | Direct reports: | 3 |

Role Purpose

The Supply Chain Manager will be responsible for the implementation of all supply chain functions, including procurement, logistics fleet management), and contract management. This position will provide strong leadership to the supply chain team within the Solomon Islands country office and support the capacity development of the Procurement Coordinator and Procurement Officer based in the country office. The Supply Chain Manager will be critical in improving the capability of provincial program offices to undertake decentralized procurement and will need to work in close collaboration with project managers and the Director, Program Implementation to ensure initiatives, policies, and procedures are locally implemented.

Key Areas of Accountability

Procurement

- Manage the expenditure of operating costs, including ensuring value for money and identifying cost savings where possible.
- Manage the provision of administration and supply chain support to provincial program offices.
- Coordinate closely with the Programs teams to ensure effective implementation of program activities, including the development of procurement plans, participation in project kick off and close out meetings, and accurate tracking of pipeline expenditure.
- Drive key activities that improve efficiency of procurement, including capacity building of staff, systematic review and selection of preferred suppliers, credit and payment arrangements.
- Lead the continuous review of policies and procedures related to procurement to ensure best practice, fit for purpose, and compliance with relevant Save the Children Australia and Save the Children International policies.

Logistics

- Manage vehicle and boat fleet, including booking system, ongoing maintenance, road worthiness and required documentation

Contract management

- Manage the regular review of contracts for quality of service and value for money
- Ensure all service providers include appropriate child safeguarding provisions, where applicable, and Coordinate with the Child Safeguarding Focal Points to determine which service providers require child protection training. and ensure record of training delivery is maintained
- Maintain a record of child protection training delivered to service providers

Leadership

- Work closely with the Senior Management Team to ensure the local implementation of supply chain initiatives, policies, and procedures
- Provide leadership and strategic direction to the supply chain team in the SI country office
- Maintain strong operating rhythms to monitor performance and progress across people,

- programs, budgets and reporting
- Foster collaborative working relationships across teams, with other provinces, and with Save the Children Australia's Melbourne office to effectively leverage all available support and improve alignment and collaboration
- Role model and embed our organisation values of Accountability, Ambition, Collaboration, Creativity and Integrity

People management

- Recruit, retain, manage and build capacity of Supply Chain staff in line with organisational guidelines
- Support the capacity development of key roles, including the Procurement Team and the logistics team.
- Manage staff performance, including performance appraisals, coaching, training and professional development in line with organisational guidelines

Humanitarian Response

- Work with Save the Children International's Humanitarian department to increase humanitarian capacity of the SI country office, specifically related to logistics

Security and risk management requirements

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

Health and safety requirements

- Act in a safe manner at all times, including complying with all safety instructions and training given at the workplace.
- Participate in, and contribute to, health and safety awareness and improvements.
- Comply with emergency evacuation procedures.
- Report all incidents, injuries and potential hazards in a timely manner.

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

Person Specification

Essential experience and knowledge

- Demonstrated experience in a similar leadership role.
- At least 3 years experience in a Finance, P&C, logistics and procurement work environment,
- Extensive experience in managing contracts, procurement systems, and procedures.
- Proven experience in financial management systems and procedures
- Proven experience in asset management, logistics, and administration including cost estimates and cash flow projections.
- Ability to influence and negotiate a range of diverse stakeholders.
- Strong IT skills and computer literacy in MS Office, particularly Excel, and a relevant financial package such as Agresso or similar.
- Highly developed verbal and written communication skills in English

Desirable experience or knowledge

- Good verbal and written communication skills in English and SI Pidgin

Required qualifications and/or accreditations:

- Tertiary qualification/s in relevant and related discipline. Ideally a relevant graduate, masters, or higher qualification.

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| Driver's License: | Not required | Travel: | Yes | Assets: | Yes |
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