

Procurement Coordinator (Sourcing)	
TEAM/PROGRAMME: Supply Chain	LOCATION: Surkhet, Filed Office
GRADE: 3	POST TYPE: National (Fixed Term)
<p>CHILD SAFEGUARDING: 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: Approx. 40-60% budget of each projects spends through Procurement of goods and services. The procurement function consists of managing risk and achieve best value for money with following SCI and Donor compliances. A good sourcing process can be saved our cost / time and also without prompt sourcing process beneficiaries cannot get benefits on right time. So, its impact level is very high and long term.</p> <p>The purpose of this position is to execute procurement of goods and services in effective and efficient way. This includes coordinating on preparation of procurement plan, execution of procurement process, timely delivery of goods and services, providing support on procurement to field offices and partner. It also includes assisting Sr. Supply Chain Coordinator, Procurement Manager and Sr. Supply Chain Manager on procurement system, policies revision, Automation (S2P) and other tools for strengthening effective and efficient program Supply Chain. This role also provides technical support, capacity building and will be responsible for ensuring sound logistics practices and rigorous controls are in place for the support of all programs and partners.</p> <p>This role is primarily responsible for sourcing and contract management for MFWFO Office. The position holder will do regularly update product catalogue and market survey. This will include announcement for bidding, request for proposals, shortlisting, selection, negotiation and contracting in close coordination with Procurement Committee. S/he should maintain high level of confidentially carried out during the Bidding / Tendering / Quotation process.</p>	
<p>SCOPE OF ROLE:</p> <p>Reports to Sr. Supply Chain Coordinator</p> <p>Staff Reporting to this post: None.</p> <p>Budget responsibilities: Manage and support around NPR 15 million of procurement and logistic spend in MFWFO Office.</p> <p>Role Dimensions: This position will be fully responsible for organisation's all appropriate sourcing process (Tender or Formal Quotation) and contract management at MFWFO office. S/He will be also responsible for support to projects offices as well as support all partners on sourcing process. The post-holder is required to work and coordinate closely with the Budget Holders, Program Coordinators, other relevant departments in Filed Offices, other stakeholder from Finance, HR, Award, Media & Communication, Supply Chain team and various service providers and suppliers.</p>	
<p>KEY AREAS OF ACCOUNTABILITY:</p> <ul style="list-style-type: none"> • Coordinate with program people, field offices and other stakeholder for preparation of procurement plans and sourcing pipeline. • Lead and coordinate on running Sourcing Procedures in ProSave • Leading Procurement Committees as Procurement Lead to carry out sourcing process. • Lead and coordinate on conducting market analysis on periodic basis (Bi-annually) • Lead on preparing Tenders and RFQ documents • Review sourcing pipeline periodically and identify opportunities for consolidation of procurement plans and establish FWA. • Take lead on tracking and reporting on financial benefits. • Performance Management of Strategic Suppliers 	

- Lead the Tender or Formal quotation procedure for the goods and consultancy services in Pro-Save (S2P) online as well as offline.
- Lead on development and regular updating of product catalogue in the system.
- Work closely with field offices' supply chain team on developing sourcing pipeline and other requirement as per the policy and manual.
- Lead and develop strategy for negotiation with the supplier during the sourcing process to achieve best value for money.
- Maintain roster of suppliers and support to suppliers in ARIBA registration process.
- Support to all PNGOs sourcing process as require and coach to Partner's procurement committee/ supply chain staffs for their capacity development.
- Work in emergency as part of SCI dual mandate
- Carry out other duties when required and requested by the supervisor.

SKILLS AND BEHAVIOURS (our 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 others to do the same.
- Widely shares their personal vision for Save the Children, engages and motivates others.
- Future orientated, thinks strategically.

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

QUALIFICATIONS AND EXPERIENCE

- Master's degree in Management or equivalent.

EXPERIENCE AND SKILLS

- Minimum 3 years' experience in procurement management in INGO/NGO
- Representation and negotiation skill
- Skills in organising programs, coordination, and documentation,
- Strong personal organizational skills, including time management, Analytical skills, and ability to meet deadlines and work under pressure.
- Willingness to work the time necessary to complete critical tasks without being asked.
- Good written and spoken English.
- High level of computer skills
- Cultural awareness and ability to work well in multicultural environment with people from diverse backgrounds and cultures.
- Commitment to Save the Children's values, vision and mission.

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.