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Come join our 33,000+ staff working in nearly 100 countries and share the joy of transforming vulnerable children's life stories!

JOB TITLE: Supply Chain Officers -2

Location: Arusha, Tanzania

Key Responsibilities:

MAJOR RESPONSIBILITIES

Activity

Business Requirements: 10%

Understand the department's business requirements and apply them in the day-to-day work.

End Results

Adherence to business requirements in fulfilling procurement needs.

Activity

Planning: 10%

Participate in the preparation of annual procurement plans for the allocated cluster office. Review the annual procurement plan prior to submission Provide guidance to the Cluster team on how to prepare effective procurement plans

End Results

A complete Annual Procurement Plan for the respective cluster office.

Activity

Strategic Sourcing: 15%

Advice on Market Assessment and Supplier Pre-Qualification process as per the direction from Coordinators and Advisors. sending bid invitations, follow-up of bids, assist coordinating pre-bid meetings as per the direction from Coordinators and Specialists. Maintain all supporting documents relating to the Sourcing Events based on the document management policy Create and follow up the Sourcing events for respective Cluster office Preparation of Procurement Committee submission documents based on the direction given by the Advisors.

End Results

Procurement Committee meetings are held as per schedules (based on the sourcing plan). Ensure categories for strategic sourcing are identified. Ensure sourcing standards and threshold policy is well adhered to.

Activity

Supplier Contract and Relationship Management: 10%

Accurately complete the master data management form
(contract/supplier/ item register)

Manage record keeping for all contract-related correspondence and documentation (Master Data Management). Communicate contract-related information to all stakeholders to ensure optimum usage of contracts. 4. Collect feedback on supplier performance as per the established SPM guidelines.

End Results

Availability of accurate and complete Master Data records (either in system or paper). Ensure supplier performance management for high value spend on the allocated cluster is done and well documented.

Activity

Procurement Execution: 20%

Advise on the RFP/RFQ process for spot buys as required Liaise with Shared Services & Finance to resolve supplier inquiries Release POs to suppliers for spot buys and assigned categories. Ensure all open PR's are processed within reasonable time Follow up for delivery of goods and services on time.

End Results

Ensure the provision metrics performance key indicators are achieved.

Activity

Data Management, Analysis and Reporting: 10%

1. Collect and organize data from projects and business units.
 2. Analyze and check data for accuracy and produce the required reporting output in accordance to the Policies / Procedures & Guidelines as set by WV
- Prepare weekly/monthly procurement status reports in order to update the customers and other stakeholders. Perform Daily reconciliation exercises of all records and transactions performed within the same day and ensure that data validation, integrity and accuracy of data is meticulously maintained. Consolidate all findings and convert them into useful formats as provided by SCM Manager

End Results

Availability of information for supervisors to take decisions.

Availability of information to Cluster office for awareness and decision making

Activity

Process, Procedure and Policy: 10%

Work with supply chain advisor to manage Internal customer satisfaction Collect data to support performance scorecard reporting (i.e. KPIs

End Results

Adherence to Process, Procedure and Policy in fulfilling procurement needs.

Guide user department on the collect procurement procedures to be followed.

Activity

Control and Compliance: 10%

1. Maintain proper filing and record keeping as per the guidelines set by the management.

End Results

Procurement Records well maintained for future reference.

Activity

On time payment of Suppliers: 5%

Ensure that payment documents submitted by suppliers are processed on time and suppliers' payments are processed as per the agreed payment terms

End Results

Follow up with fields offices and accounts payable teams to ensure timely payment of suppliers.

KNOWLEDGE/QUALIFICATION FOR THE ROLE**Required Professional Experience**

At least 02 years' experience

Required Education, training, license, registration, and certification.

1. Bachelor's degree in Procurement and logistics, Supply chain or relevant studies
2. Two years of experience in Procurement and Logistics or Accounting field

Preferred Knowledge and Qualifications

- Basic computer skills (Ms. Word/ Excel/Spreadsheet/ Internet, PowerPoint)

Travel and/or Work Environment Requirement

YES

Language Requirements

English

Swahili

KEY WORKING RELATIONSHIPS

Contact (within WV or outside WV)

Program Staff, Finance Dept, Program Managers

Reason for contact

-Supporting in Procurement Planning Process

Frequency of contact

(Annually)

Contact (within WV or outside WV)

-Clarification on PRs

Frequency of contact

(Daily)

Contact (within WV or outside WV)

Feedback on procurement of goods and services

Frequency of contact

(Daily).

Contact (within WV or outside WV)

Suppliers

Reason for contact

- Quotation sourcing (Daily)
- Delivery Follow Up (Weekly)

Contact (within WV or outside WV)

Supply Chain Advisor

Reason for contact

-Report on status of procurement for the allocated Cluster office

Frequency of contact

(Weekly)

DECISION MAKING

Replenishment of stock for commonly used items

CORE COMPETENCIES –

- Deliver Results
- Build Relationships
- Be Accountable

Applicant Types Accepted:

Local Applicants Only

APPLY HERE