

<b>TITLE:</b> Supply Chain Assistant (Travel & Logistics)	
<b>TEAM/PROGRAMME:</b> Operations	<b>LOCATION:</b> Dar Es Salaam
<b>GRADE:</b> 5	<b>POST TYPE:</b> National
<p><b>CHILD SAFEGUARDING:</b></p> <p>Level 2: <i>either</i> the post holder will have access to personal data about children and/or young people as part of their work; <i>or</i> 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><b>ROLE PURPOSE:</b></p> <p>The Supply chain assistant is responsible for the Travel and Logistics within Country office and Field Office based on needs of Save the Children’s programmes, managing requests and relations for a complex portfolio of programmes.</p>	
<p><b>SCOPE OF ROLE:</b></p> <p>Save the Children has been operational in Tanzania since 1986 with an initial presence in Zanzibar and now extending to the Mainland with multi-sector programming. We are working with the government, local organizations and other international agencies to reduce child malnutrition, improve maternal, newborn and child health services, support and strengthen early childhood development, primary, alternative and inclusive education and educational systems. We strengthen child protection systems for vulnerable children, promote children’s participation and contribution to policy and resource allocation for services which concern them, support, and respond to emergencies</p> <p><b>Reports to:</b> Supply Chain Manager</p> <p><b>Staff reporting to this post:</b> None</p>	
<p><b>KEY AREAS OF ACCOUNTABILITY :</b></p> <p><b><i>Support the delivery of SCI Supply Chain strategy</i></b></p> <ul style="list-style-type: none"> <li>• Under direction of the line manager, undertake Travel and Logistics within Country office and Field Office, based on needs of Save the Children’s programmes, managing requests and relations for a complex portfolio of programmes. Provide travel and logistics advice support to Country and field offices.</li> </ul> <p><b>Travel Coordination</b></p> <ul style="list-style-type: none"> <li>• Be the initial point of contact for sharing all information regarding travel to Tanzania for all visitors and have a checklist of all documents and processes required for receiving visitors including PDI, Visa guidance and relevant contact in HR etc.</li> <li>• Responsible for advising and coordinating international and local flight bookings for staff travelling overseas or arriving from overseas through the SCI Diversity system.</li> <li>• Responsible for making required taxi bookings for receiving visitors to the Dar office based on approved PR and TAR requests.</li> <li>• Support bookings for conferences/workshops and related hotel accommodation for staff and visitors after receipt of PR and with advice from the Supply Chain Manager as required.</li> </ul>	

- Arrange and coordinate daily transport routes based on transport requests within Dar es Salaam.

#### **Transportation Support**

- Arrange transportation of goods and equipment between Dar es Salaam and field offices and ensure that the goods are securely packaged and loaded to prevent damage during transportation.
- In collaboration with the field offices, organise transportation of goods and ensure all accompanying paper work is produced in a timely manner.
- Compile accurate documentation relating to the movement of items between locations per consignment.

#### **Procurement Services**

- Manage suppliers professionally and proactively, providing feedback to improve performance.
- Provide procurement advice and support to office.
- Receive and facilitate payment requests to Finance for invoices relating to flights, accommodation, conference/workshops and all taxis usage.
- Make close follow-up of the purchase orders sent to supplier to ensure timely delivery of goods and services
- Ensure new suppliers are registered in SAP Ariba system before engaging them.
- Support to coordinate procurement committee meetings and assist to capture procurement committee minutes during the meeting.
- Coordinate with Admin department to ensure all office utility bills are settled on time.
- Ensure all orders are processed in timely manner, invoices are uploaded in ProSave and status updates are communicated to programmes, and all relevant documentation is kept appropriately

#### **Team Management and Capacity Building**

- NA

#### **Performance Management**

- Support the line manager in the production of management information reports on a monthly and quarterly basis, including data analysis and recommendations on improving the efficiency of buying services
- Ensuring all financial benefits from sourcing are documented and tracked.

#### **Governance**

- Promote and ensure compliance to our Procurement Policy, Procedures and quality standards
- Implement and ensure compliance to our Procurement Policy, Procurement Manual and established Procurement Procedures

#### **Other**

- While the majority of work will be carried out in the CO– he/she may be required to make occasional support visits to field offices.
- Support the Supply Chain Manager to prepare renewal of lease agreements for office buildings, apartments and houses in Dar es Salaam and field offices.
- Management of the office building and furniture - maintenance and repairs supervision, inventory management

## 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 degree in supply chain management, procurement or equivalent experience

## EXPERIENCE AND SKILLS

- Minimum of 2 years of relevant experience working in Supply Chain/Procurement/Logistics, preferably in an INGO/and/or development program, with in depth experience in managing supplier relationships.
- Ideally knowledge of procurement processes, rules and regulations in the INGO/UN System
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching.
- Highly developed cultural awareness and ability to work with people from diverse backgrounds and cultures.
- Experience in supply chain management in an emergency environment focusing on Procurement.
- Experience in Assets and facilities Management – repairs and maintenance.
- Experience in fleet and fuel management – tracking, reporting, repairs and maintenance.
- Ability and willingness to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.
- Willingness to undertake field travel as required and work in difficult environments according to travel environments
- Fluency in written and spoken Swahili and English
- Commitment to and understanding of Save the Children's aims, values and principles

**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.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**[APPLY HERE](#)**

**SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE**



<b>TITLE:</b> Human Resources and Administrative Assistant	
<b>TEAM/PROGRAMME:</b> Administration	<b>LOCATION:</b> Dar Es Salaam
<b>GRADE:</b> 5	<b>CONTRACT LENGTH:</b> 1 year, renewable
<p><b>CHILD SAFEGUARDING:</b> Level 1 – the responsibilities of the post may require the post holder to have regular contact with or access to children or young people.</p>	
<p><b>ROLE PURPOSE:</b> Human Resources and Administrative Assistant is a member of the Human Resources and Administration team accountable for ensuring quality, efficient and proactive administrative support services for staff and visitors in the Dar es Salaam office. S/he is responsible for providing support in the operations of the management of Human Resources office operations activities. S/he will ensure HR records are up to date, organise and coordinate new employees induction program, manage volunteers and interns records, and oversee the office attendants for efficient and organized operation of the office.</p>	
<p><b>SCOPE OF ROLE:</b>   <b>Reports to: Human Resources &amp; Administration Coordinator</b>   <b>Staff directly reporting to this post: 2 Office Attendants</b></p>	
<p><b>KEY AREAS OF ACCOUNTABILITY:</b></p> <p><b>Front desk support</b></p> <ul style="list-style-type: none"> <li>• Greet and assist visitors upon their arrival at the office.</li> <li>• Notify relevant personnel of visitor arrivals and ensure they are properly signed in.</li> <li>• Manage the reception area, ensure it portrays a professional image of Save the Children</li> <li>• Maintain quality and efficient front desk services including appointments arrangements as required.</li> <li>• Prepare data base and update contacts (INGO, donors, government and other collaborators)</li> <li>• Receive, sort, and distribute incoming mail and packages to the appropriate recipients or departments.</li> <li>• Prepare outgoing mail and packages, including addressing, stamping, and scheduling courier services if necessary.</li> <li>• Keep records of all incoming/outgoing mail for retrieval/reference purposes.</li> </ul> <p><b>Administration support</b></p> <ul style="list-style-type: none"> <li>• Acknowledge receipt of sundries &amp; stationery before entered into SC stores</li> <li>• Maintain an updated invoice register and provide monthly report on invoice tracker to finance and supply chain</li> <li>• Timely processing of all invoices for payment of services and utilities</li> <li>• Prepare monthly analysis of stationery and consumables and ensuring that the same is well managed, issued to staff and orders placed with procurement staff on a timely basis</li> <li>• Support Managers in preparation for and organization of workshops and meetings ensuring value for money and due diligence process for selecting venues.</li> <li>• Process employment ID and business cards for staff as requested by line managers</li> <li>• Ensure effective and efficient use of all SC resources in order to maintain value for money.</li> </ul>	

SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE



**Onboarding and inductions**

- Support the Pre arrival and onboarding process for new employees
- Responsible for tracking and updating country office new joiner's information.
- Ensure timely registration of new employee medical and life insurance benefits

**Safeguarding**

- Familiarization of Save the Children's Safeguarding Policy and strictly adhere to the Policy
- Comply with all SC policies and procedures with respect to child protection, health and safety, security, equal opportunities and other relevant policies.

**Other Human Resources duties**

- Support the preparation and coordination of interview process.
- Monitoring of volunteer and interns contracts & updating the database accordingly,
- Vetting of volunteers and interns
- Assist the implementation of HR and Administration interventions as assigned by the line manager

**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 AND EXPERIENCE**

- Commitment to and understanding of Save the Children's vision, mission and values including rights-based approaches
- Bachelor degree in Human Resources, Business Administration, Social Sciences or Administration and management
- At least 3 years relevant HR and Administration working experience with reputable organizations
- An understanding and appreciation of, and commitment to "customer service"
- Strong organization and planning skills to prioritize a busy workload and meet deadlines
- Ability to develop and implement effective and efficient admin systems

SAVE THE CHILDREN INTERNATIONAL  
ROLE PROFILE



- Good computer skills
- Fluency in written and spoken English.

**Desirable**

- Strong communication, people management and interpersonal skills, with experience working in multicultural, multi-location organizations.
- High levels of self motivation, integrity, commitment and enthusiasm
- A person with positive attitude

**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.

**Safeguarding our Staff:**

The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy

**Health and Safety**

The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.

**[APPLY HERE](#)**