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| **TITLE: SUPPLY CHAIN ASSISTANT** | |
| **TEAM/PROGRAMME: Supply Chain** | **LOCATION: Kirehe Field Office, Rwanda** |
| **GRADE**: 5 | **CONTRACT LENGTH: TBC** |
| **CHILD SAFEGUARDING:**  Level 3: the responsibility of this post may require the position holder to have regular contact with children and/or young people. | |
| **ROLE PURPOSE:**   * Assist in procurement activities and warehouse/asset management. * Assist in overall fleet management * Assist in general duties as assigned, Correspondences, and other routine duties. | |
| **SCOPE OF ROLE:**  **Reports to:** Supply Chain Officer  **Staff directly reporting to this post:** | |
| **KEY AREAS OF ACCOUNTABILITY:**   * Ensuring the appropriate storage and physical condition of stocks according to the specific requirements. * Keep Records and update asset register with line manager review. * Oversee distribution and transportation of items from the country office to Field offices or vis-versa. * Keeping vehicle transport requests form from the user departments and generate the movement plans every week and Ensuring that all field transport requirements are met * Keeping up-to-date the sub office travel board and allocate tasks to the drivers as per weekly movements plans * Managing the rotation for the drivers and ensuring that good driving practices and security of vehicle is of high standard * Ensuring that driving safety procedures are respected by all Save the Children staff * Manage fuel- fueling of vehicles, generators, preparing consumption reports and flagging issues that require management actions * Carrying out daily checking of all vehicle as per policy and log book and filling both for Vehicle and Generator log book * Liaise with the appointed garage to ensure maintenance service is carried out on time and notifying the line manager any maintenance and vehicle repairs due. * Manage and report all incidences involving the vehicles- accidents, breakdowns etc… * Perform any other task as delegated from the line manager.   **Performance Indicators**   * Timely Record all procurement requests and payments. * Timely process Purchase Orders based only on Frameworks Agreements. * Work with the Head Driver to Generate fuel monthly report for vehicle and Generator * Work with the Head Driver to keep the fleet well organized and plans in place | |
| **Responsibility for resources:**  Ensure that the cash and cash equivalents and financial records are safeguard and utilized in the intended manner. | |
| **BEHAVIOURS (Values in Practice**)  **Accountability:**   * Holds self-accountable for making recommendations, managing resources efficiently, achieving and role modeling Save the Children values * Holds the broader team and partners accountable to deliver on their responsibilities   **Ambition:**   * Sets ambitious and challenging goals for themselves and take responsibility for their own personal development * Future orientated, thinks strategically and on a global scale   **Collaboration:**   * Approachable, good listener, easy to talk to; builds and maintains effective relationships with colleagues, managers, members and external partners and supporters * Values diversity and different people’s perspectives, able to work cross-culturally.   **Creativity:**   * Develops and encourages new and innovative solutions * Willing to take disciplined risks   **Integrity:**   * Honest, encourages openness and transparency * Commitment to Save the Children values | |
| **QUALIFICATIONS**   * Bachelor’s degree in accounting/finance/commerce/Business administration * Professional qualification i.e. CPA, CA, ACCA or any other related certificate is an added advantage. | |
| **EXPERIENCE AND SKILLS**  **Essential**   * 1 to 2 years work experience in similar field, preferably in an NGO set up * High levels of attention to detail and quality * Computer literacy (including advanced excel skills) * Strong analytical and financial modelling skills and communications skills * Ability to liaise with a diverse range of people, stakeholders and customers * Strong time management and organizational skills * Ability to work under pressure and to tight deadlines * Commitment to Save the Children’s mission and values * High levels of confidentially and integrity | |

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| **Desirable**   * Highly developed relationship building and interpersonal skills * Highly developed verbal and communication skills * Initiative, flexibility and ability to work independently as well as in a team * High levels of self-motivation and initiative * Ownership and accountability of own work |
| **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. |