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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.
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| **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
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| **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
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| **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.
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| **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
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| **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. |