

# Supply Chain Administrator

Location: [Africa] [Tanzania]

Town/City: Arusha

Category: Information Technology

## **PURPOSE OF POSITION**

To effectively manage the Supply Chain function in line with World Vision's procedures in order to support timely implementation of World Vision Programs/Projects that will have the greatest impact on process improvement, simplification, standardization and cost containment thus ensuring the achievement of the Child Well Being Outcomes.

## **MAJOR RESPONSIBILITIES**

<b>% Time</b>	<b>Major Activities</b>	<b>End Results Expected</b>
10%	<b>Business Requirements</b>  1. Understand the department's business requirements and apply in the day to day work.	Adherence to business requirements in fulfilling procurement needs.
10%	<b>Planning</b>  1. Facilitate annual procurement planning sessions with key stakeholders	Availability of complete Item Catalogs for planning process and a complete Annual Procurement Plan.

	<p>2. Consolidate and report on the Procurement Plans</p> <p>3. Review and update Item Catalog prior to the planning process activity.</p> <p>4. Advise and familiarize Operations with the use of the Item</p> <p>5. Catalog</p>	
15%	<p><b>Strategic Sourcing</b></p> <p>1. Advise 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 Specialist.</p> <p>1. Maintain all supporting documents relating to the Sourcing</p>	<p>Procurement Committee meetings are held as per schedules (based on the sourcing plan).</p> <p>Procurement Committee meetings minutes are prepared and signed on time.</p> <p>Ensure categories for strategic sourcing are identified</p>

	<p>Events based on the document management</p> <p>Supervise the Sourcing events Filed Offices and Assistance work relating to sourcing.</p> <p>2. Preparation of Procurement Committee submission documents based on the direction given by the Coordinators / specialists.</p>	
10%	<p><b>Supplier Contract and Relationship Management</b></p> <p>1. Accurately complete the master data management form</p> <p>(contract/supplier/ item register)</p> <p>2. Manage record keeping for all contract-related correspondence and documentation (Master Data Management).</p> <p>3. Communicate contract-</p>	<p>Availability of accurate and complete Master Data records (either in system or paper).</p>

	<p>related information to all stakeholders to ensure optimum usage of contracts.</p> <p>4. Collect feedback on supplier performance as per the established SPM guidelines.</p>	
20%	<p><b>Procurement Execution</b></p> <p>1. Advise on the RFP/RFQ process for spot buys as required 2. Liaise with Shared Services &amp; Finance to resolve supplier inquiries</p> <p>3. Release POs to suppliers for spot buys and assigned categories.</p>	Day to Day procurement operations are managed smoothly.
10%	<p><b>Data Management, Analysis and Reporting</b></p> <p>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 /</p> <p>Procedures &amp; Guidelines as set by WV</p>	Availability of information for supervisors to take decisions.

	<ol style="list-style-type: none"> <li>1. Prepare weekly/monthly procurement status reports in order to update the customers and other stakeholders.</li> <li>2. 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.</li> <li>3. Consolidate all findings and convert them into useful formats as provided by SCM Manager</li> </ol>	
10%	<p><b>Process, Procedure and Policy</b></p> <ol style="list-style-type: none"> <li>1. Work with senior SCM teams to manage Internal customer satisfaction</li> <li>2. Collect data to support performance scorecard</li> </ol>	<p>Adherence to Process, Procedure and Policy in fulfilling procurement needs.</p> <p>Guide user department on the collect procurement procedures to be followed.</p>

	reporting (i.e. KPIs)	
10%	<b>Control and Compliance</b>  1. Maintain proper filing and record keeping as per the guidelines set by the management.	Procurement Records well maintained for future reference.
05%	<b>On time payment of suppliers</b>  1. Ensure that payment documents submitted by suppliers are processed on time and suppliers payments are processed as per the agreed payment terms	Follow up with fields offices and accounts payable teams to ensure timely payment of suppliers.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Minimum education, training and experience requirements to qualify for the position:**

1. Bachelor degree in Procurement and logistics, Supply chain or relevant studies  2. <i>One year of experience in Procurement and Logistics or Accounting field</i>
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List additional *work experience* required as a minimum qualification for this position.

1. Basic computer skills (Ms Word/ Excel/Spreadsheet/ Internet, Power point)

**License, registration, or certification required to perform this position:**

1. Certified by the Procurement and Suppliers professional board (CPSP)