

Senior Supply Chain Manager

Location: [Africa] [Senegal]

Town/City: Dakar

Category: Supply Chain

WORLD VISION INTERNATIONAL CHRISTIAN NGO CENTERED ON CHILDREN

RECRUITING INTERNALLY AND EXTERNALLY

POSITION: Senior Supply Chain Manager (Grade Level 16)

Localisation: Dakar

Number: 01

Type of Contract: Fixed-term full time contract (1 year), contract renewal after 1 year if you got a good performance

Purpose of the 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 Activities
Business Requirements 1. Develop Functional Strategy aligning to GSCM Strategy and RO priorities, in coordination with other Departmental and NO Strategy.

2. Review and finalize Annual Business Plans

3. Proactively engage with suppliers, partners, local authorities, other NGOs, clusters and stakeholders to ensure good coordination and adequate information sharing, address common concerns/problems and seek solutions.

Planning

1. Prepare Procurement planning guidelines align with Global Guidelines and Planning Calendar and socialize them with all Stakeholders.

2. Review Procurement Plans and develop annual sourcing strategy; prepare Consolidated Annual Procurement Plan to socialize with NO Management & RSCM

3. Lead the quarterly review of procurement plans with business community to ensure requirements are updated;

4. Represent the SCM Function in project designs and engage in GAM meetings, Partner - Sub-Grantee Meetings ensuring SCM is engaged early enough to allow professional input during planning stage.

5. Drive reduction in total supply costs and in waste. Develop and agree on annual departmental Objectives and KPIs;

6. Ensure SCM has a voice at the strategic planning table; (Can No 5 and 7 represent this point?)

7. Present the Sourcing Strategy with the RSMCD.

Strategic Sourcing

1. Determine the requirement for the Category, Market and Incumbent Supplier based on the Spend Analysis and Annual Procurement Plans.
2. Execute the reviewed and approved Sourcing Strategy.
3. Ensure a Market Assessment and Supplier Pre-Qualification process is in place aligning to the global policies and process
4. Develop the framework in managing the RFQ/RFP Process including baselines & price survey methodologies.
5. Lead negotiations for the High Spend Categories and develop the negotiation strategies and contracting processes for other categories.
6. Review Procurement Committee submission documents to ensure their comprehensiveness to allow an informed decision making process
7. Establishing and managing the strategic sourcing for effective and efficient procurement of goods, works and services (value for money) through better negotiated framework contracts (No 11 to 15 may remain in place of this statement)
8. Managing the process of screening of suppliers & service providers to ensure that WVI is not using blocked parties globally
9. Ensure that Strategic Sourcing process and related controls are included in the Partner / Sub-Grantee Assessment Tools for assessment.

Supplier Contract and Relationship Management

1. Vet (through in-country legal) and finalize, Global Standard contracts for NO use.

2. Draft & review supplier contracts for those categories where the vetted global standard contract format is not applicable, and reviews supplier recommended changes.
3. Ensure that Key Performance Indicators (KPIs) are embedded for all Strategically Sourced contracts and managed.
4. Resolve contract-related issues and improve T&C in contracts and the contracting process.
5. Develop supplier onboarding process and supplier relationship management framework including the communication guidelines & Supplier continuous improvement plan.
6. Ensure contract management process is established in resolving contract-related conflicts and continuous improvement. (This is a very summarized version of No 20-24)
7. Managing the needs assessment and involvement throughout the concept development/designing of projects/grants and related procurements (Similar to No 7)
8. Managing the participation and contributing into Contract negotiations with donors and managing contract negotiations with suppliers (Negotiation is also in No 15)
9. Assisting Business Units with price catalogue for preparing budget; and preparing budgets for the Supply Chain function as well as reviewing them against expenditures to avoid over-expenditure and under-expenditure
10. Managing the Procurement planning and plan reviews and monitoring (No 4, 5 and 6 are about planning)
11. Managing the prequalification of suppliers (Pre-qualification is in No 13)
12. Managing the establishment, capacity building and performance review of Procurement Committees

13. Managing the process of screening of suppliers & service providers to ensure that WVI is not using blocked parties globally (No 18 is about supplier screening)

Procurement Execution

1. Ensure all orphaned PRs waiting to be sourced are assigned to the appropriate staff and are actioned in a timely manner.
2. Follow Procurement Policies and guidelines in Supplier Award decisions under the applicable threshold and ensure periodic review mechanism is place of the Buyers' supplier award decisions.
3. Ensure, that all gaps are identified relating to the procurement execution (Process, system usage, disputes and etc.) and update / resolve them on a timely manner.

Managing Provision Processes and Metrics (Data Management, Analysis and Reporting)

1. To train, orient or facilitate trainings for Provision users
2. Engaging and collaborating with Shared Services and Provision teams on Provision challenges to enhance effective use and better process results from Provision;
3. To ensure that Provision Optimization Metrics are achieved. (Develop, track, and evaluate procurement metrics including areas of spend analytics, procure-to-pay process, operational efficiencies, and supplier performance to drive procurement strategy development and implementation.)

Reporting

4. Ensure SCM function performance level meets annual targets; (No 41 addresses performance)

5. Prepare and submit monthly, semi-annual and annual reports for the SCM to SLT and Region for monitoring and improvement;
6. Develop and report on strategies and plans of action for any noted challenges
7. Submit NO's consolidated procurement plans to the Region (This is referred to in No 5)
8. To update and prepare asset register for the NO
9. Prepare GIK goods distribution plans and distribution reports as well as reconciliation reports
10. Prepare annual GIK requests for GIK goods.

Process, Procedure and Policy

1. Understand, interpret and analyze the global policies, processes and guidelines for better adoption at NO level and manage Exception Approval process.
2. Drive the policy, process and guidelines implementation plan, defining roles & responsibilities and owners for each step in the SCM process.
3. Ensure regularly reviews are done on the procurement policies, processes and guidelines (Source to pay (S2P), logistical, warehousing) to ensure their effectiveness and applicability and advise Regional and Global SCM Teams for possible change and /for improvement.
4. Advise National Offices on the acquisition and use of 3PLs and 4PLs and application of INCOTERMS.
1. Ensure adherence of SCM Policies, procedures and documentation to ensure compliance

with WVI & donor regulations of the implementing Partners/Sub-Grantee are being evaluated under Partner / Sub-Grantee Assessment stage and captured them under capacity development plans.

Systems Development and Implementation

1. Maintain procedures and putting them into operation.
2. Plan and execute testing and implementation of major systems.
3. Ensure that databases meet user requirements.

Liaise with programmers, applications/operational staff, IT project managers and other technical staff.

Control and Compliance

1. Ensure SCM related risks are identified and captured in the Enterprise Risk Management process, for mitigating / eliminating them;
2. Monitor adherence to control measures and compliance with WV supply chain policies and guidelines.
3. Ensure, WV is in compliance with all external and internal regulatory authorities (government entities, regulatory audits, donor compliance...) and process is established for non-compliance management;
4. Managing the risks by being responsive to internal and external environment and come up with an updated Risk Matrix for the function;
5. Investigate reported cases breach of controls, frauds, non-compliance, misappropriation of WV funds and assets related to SCM and take corrective measure as per the established

NO framework.

6. Providing timely and appropriate input into management responses to audits performed both at the NO and field;
7. Ensuring all audit recommendations are implemented timely;
8. Managing the adequate preparation for all audits;
9. Ensure SCM Policies, procedures and internal control system is strong enough to safeguard WV funds and authorities allocated to Partners and Sub-Grantees under the partnering arrangement. Any gaps should be captured at Partner / Sub-Grantee Assessment stage and build onto capacity development plans.

Leadership and Coaching

1. Provide line management and leadership to the Supply Chain Management function (ensure Our Promise strategy is embedded in the Department's annual objective and day to day work)
2. Manage the performance of direct reports through performance reviews, frequent conversations and other method as appropriate. Be courageous in providing coaching or feedback for continuous performance improvement.
3. Participate in the negotiations, implementation, monitoring and reporting of relevant Memoranda of Understanding, Grants, Contracts and Service Level Agreements. (Negotiation is in No 15, contract process No 20-23)
4. Ensure an optimal interface between SCM function and other business units for efficient customer service delivery.

5. Provide leadership to Supply Chain team to ensure Our Promise strategy is embedded in the Department's annual objective and day to day work (No 57)
6. Ensure that all Supply Chain staff members understand Procurement Policies, Processes, and Systems
1. Lead monthly appropriate review meeting to address open procurement issues/performance and provide solution (and update Senior Management Team on the progress of the departments' functions.).

Training and Capacity Building

1. Ensure that new and existing staff undergo regular orientation on policies and procedures; WVI Procurement Policies, Processes, and Systems.
2. Conduct staff performance appraisals;
3. Conduct regular functional meetings;(No 63)
4. Coaching and mentoring of staff;
5. Manage leave plans for staff in SCM function.
6. Develop Partners' / Sub-Grantees' capacity assessment and capacity building framework / guidelines are developed, leveraging the most recent regulatory best practices.
7. Train the SCM Team and other internal stakeholder in using the framework for capacity assessment and developing capacity building plans for Partners / Sub-Grantees.
8. Ensure the capacity building plans are implemented, monitored and take corrective measures for identified gaps / deviations.

9. Develop initiatives to improve to improve business processes;
10. Identify opportunities that result into value for money;
11. Lead in the implementation and roll out of new initiatives

PROFILE :

KNOWLEDGE, SKILLS AND ABILITIES

List education, knowledge & skills, licenses preferred, and all experiences required to perform this position in a fully competent manner.

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

List academic requirements (if applicable), technical skills, or other knowledge required as a minimum qualification for this position.

1. Masters' degree in Supply Chain Management, Procurement, Engineering, or Business Administration, or equivalent professional qualification (advanced CIPS); or Bachelor's degree in Supply Chain Management or Bachelor's Degree in Procurement and Logistics Management or equivalent professional qualification with a minimum of 15 years' experience in Supply Chain Management;
2. A minimum of five (5) years of progressively responsible experience in procurement, contracts management, contracts administration and/or logistics, of which three (3) years of experience directly related to first-hand procurement and/or contracting is required.

3. *At least 5 years of experience in managing staff*

4. A minimum of five (5) years of progressively responsible experience in procurement, contracts management, contracts administration and/or logistics, of which three (3) years of experience directly related to first-hand procurement and/or contracting is required.
5. Experience in managing the entire procurement unit 'activities including planning, sourcing and bidding, purchasing and contracts, supply chain management, logistics up to payments follow up;
6. Experience in leading strategic procurement initiatives in alignment with organization's strategic plans;
7. Fair understanding of finance aspects such as budgeting, accounts payable and inventory;
8. Substantive experience working in the NGO sector dealing with multiple donor funds and meeting different donor requirements
9. Proven experience in supervision of staff within different expertise
10. Demonstrated high proficiency levels of electronic systems related to procurement management, administration, security systems as well as fleet and safety management.

List additional *work experience* required as a minimum qualification for this position.

1. Experience in managing the entire procurement unit 'activities including planning, sourcing and bidding, purchasing and contracts, supply chain management, logistics up to payments follow up;

2. Experience in leading strategic procurement initiatives in alignment with organization's strategic plans.

Preferred Skills, Knowledge and Experience:

List *academic requirements, technical skills or other knowledge* preferred for this position.

1. Bachelor's degree in Supply Chain Management or Bachelor's Degree in Procurement and Logistics Management or equivalent professional qualification;
2. Knowledge of the country's applicable legal and regulatory obligations.
3. Negotiation skills;
4. Interpersonal & Communications skills;
5. Team Leadership and management skills.

List additional *work experience* preferred for this position.

1. Substantive experience working in the INGO sector dealing with multiple donor funds and meeting different donor requirements

Work Environment

Include travel & work environment details.

Complete Travel and/or Work Environment statements if applicable.

- The position requires ability and willingness to travel domestically and internationally up to **20%** of the time.

Process of hiring

Phase 1: individual interview with a panel.

Application

To apply, you need to send a letter of motivation addressed to the National Director of World Vision Senegal, accompanied by a CV, as following:

Internally, please go to Our People in your ESS in JOBS (Development Actions- Open Position);

Externally, go through the link <http://careers.wvi.org/job-opportunities-in-senegal>

Deadline for application: 30 July 2021

Note: Les candidatures féminines sont vivement encouragées.