

Supply Chain Administrator (Part Time) - Erbil

Location: [Europe & the Middle East] [Iraq]

Town/City: Erbil

Category: Supply Chain

Job Type: Fixed term, Part-time

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:

Business Requirements

- Understand the department's business requirements and apply in the day-to-day work.

Planning

- Facilitate annual procurement planning sessions with key stakeholders
- 2. Consolidate and report on the Procurement Plans
- 3. Review and update Item Catalog prior to the planning process activity.
- 4. Advise and familiarize Operations with the use of the Item Catalog

Strategic Sourcing

- 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.
- Maintain all supporting documents relating to the Sourcing Events based on the document management supervise the Sourcing events Filed Offices and Assistance work relating to sourcing.
- Preparation of Procurement Committee submission documents based on the direction given by the Coordinators / specialists.

Supplier Contract and Relationship Management

- Accurately complete the master data management form (contract/supplier/ item register)
- Manage record keeping for all contract-related correspondence and documentation (Master Data Management).
- Communicate contract-related information to all stakeholders to ensure optimum usage of contracts.
- Collect feedback on supplier performance as per the established SPM guidelines.

Procurement Execution

- Advise on the RFP/RFQ process for spot buys as required

- Liaise with Shared Services & Finance to resolve supplier inquiries
- Release POs to suppliers for spot buys and assigned categories.

Data Management, Analysis and Reporting

- Collect and organize data from projects and business units.
- Analyze and check data for accuracy and produce the required reporting output in accordance to the Policies / Procedures & Guidelines as set by WV
- Prepare weekly/monthly procurement status reports in order to update the customers and other stakeholders.
- 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.
- Consolidate all findings and convert them into useful formats as provided by SCM Manager

Process, Procedure and Policy

- Work with senior SCM teams to manage Internal customer satisfaction
- Collect data to support performance scorecard reporting (i.e. KPIs)

Control and Compliance

- Maintain proper filing and record keeping as per the guidelines set by the management.

KNOWLEDGE, SKILLS AND ABILITIES:

- Certification diploma in business management, Accounting / Procurement and logistics
- One year of experience in Procurement and Logistics or Accounting field

Work Environment

- The position requires ability and willingness to travel domestically and internationally up to 5% of the time.