

Pro-Save Regional Coordinator – Readvertisement at Save the Children

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

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The Save the Children Fund, commonly known as Save the Children, is an international non-governmental organization that promotes children's rights, provides relief and helps support children in developing countries

SCOPE OF ROLE:

Reports to: Global Head of Procurement Technology, dotted line into the Regional Procurement Manager

Staff reporting to this post: None

Role Dimensions: This role will require working with the S2P project team, Finance and Procurement supporting leads, and staff from multiple SCI regional and country offices.

KEY AREAS OF ACCOUNTABILITY:

Procurement System Adoption and Performance

As part of the ongoing functional support, the role holder will drive system adoption in conjunction with the Source to Pay Regional Leads and the Country Procurement leads.

Communication: conduct various communication initiatives to raise awareness, best practices, benefits, and potential design changes, of the Source to Pay solution: emails, posters, roadshows, user forums.

Reporting & Analytics: run reports to identify and prioritize areas for improvement and mitigating

actions, to be deployed in coordination with local Procurement functions.

System support: expertise on all aspects of the Procurement System and Procurement Procedure, in order to provide advanced support to all users

Training: conduct training sessions for SCI employees

“Voice of Users”: interface between end-users & “champions” and the Source to Pay Regional Leads, manage satisfaction surveys and follow-up actions, maintain the “champions” network and support onboarding.

Ongoing Sourcing Support

Support Procurement functions in managing Sourcing activities on ProSave (including building Open Tenders – RFQs) and contracting.

Support the build of online Catalogues for the Source to Pay solution

Supporting key Global Procurement initiatives enabled by ProSave (Supplier Performance Management, Sourcing best-practice, advanced category-based RFQ templates,...)

Help with continuous improvement of the Source to Pay solution from a design perspective to keep alignment with Procurement procedures evolutions

SKILLS AND BEHAVIOURS (SCI Values in Practice)

Accountability:

Holds him or herself accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

Ambition:

Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same

Widely shares their personal vision for Save the Children, engages and motivates others

Future orientated, thinks strategically and on a global scale.

Collaboration:

Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters

Values diversity, sees it as a source of competitive strength

Approachable, good listener, easy to talk to.

Creativity:

Develops and encourages new and innovative solutions

Willing to take disciplined risks.

Integrity:

Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS:

Bachelor degree

EXPERIENCE AND SKILLS:

Essential

Experience of Procurement procedures (sourcing, contracting, buying)

Experience of IT Systems (ideally Procurement systems), as a trainer, super-user or change manager

Strong computer literacy

Proficiency in English and, depending of the role location, French, Arabic or Spanish

Commitment to Save the Children values

Proven ability to work effectively with people from different cultures

Desirable

Experience of (Procurement) systems adoption and compliance

Experience with SAP Ariba system

Experience of Procurement Support Models (Operations Centres, Procurement Shared Service Centres)

Experience of using procurement information and data, e.g. system usage, catalogues, supplier records, contracts.

Experience of working in a large and complex Procurement environment, within global, multicultural, matrix organisations.

Experience with Save the Children or other NGOs

Experience or knowledge of project management methodologies.

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