ROLE PROFILE

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| Title: | Deployable Supply Chain Specialist | | |
| Functional Area: | Supply Chain in Humanitarian Response | | |
| Reports to: | Head of Supply Chain | | |
| Location: | Deployed 75% of the time to Plan International’s country programmes. Home-based when not deployed | Travel required: | 75% (may be at short notice) |
| Effective Date: | February 2023 | Grade: | 4 |

rolE PURPOSE

Plan International country offices in response to an emergency, often need additional experts to support their response and help those affected by crises. Plan International’s core surge team is composed of technical, global experts who can deploy to emergency responses within 72 hours for up to 4 months. The post holder will be expected to provide leadership to their area of technical specialism to support the country team they are deployed to.

Core surge team members are globally roving and work away from their home base continuously, from a few weeks up to four months per assignment. Core surge is typically deployed to country programmes for up to nine months a year (pro rata for part-time posts). When not deployed (or on annual leave), core surge team members may be assigned project/proactive work.

The Deployable Supply Chain Specialist provides leadership and technical support to the Supply Chain function of Plan International’s country offices and partners during our response to humanitarian crises.

The Deployable Supply Chain Specialist is a key role to enable Plan International to respond quickly, effectively and at a significant scale to the core humanitarian needs of children and their families during disasters and conflict as part of a collective response.

Dimensions of the Role

* This position may line manage Supply Chain staff when on deployment to a Country Office.
* May deploy at short notice to a Country Office or new area of operation for up to 4 months.
* The post is expected to be on deployment for up to 9 months per year.
* Where there is no Plan presence in country, they will be responsible for setting up the office and supply chain function.
* The post holder is expected to foster relationships with a wide range of internal and external stakeholders. Internally within Plan International, the postholder will engage across functional and geographical boundaries at an operational and tactical level with a variety of colleagues from the Country Office, National Office(s), Regional and Global Hub. Externally there will be engagement within and outside the sector to further Plan’s Supply Chain operational objectives, including partners and suppliers, other INGOs and UN agencies. It is expected to support and actively engage in inter-agency Supply Chain coordination mechanisms such as the Logistics Cluster, where present and civil-military relations.
* During deployments, the post holder will play a key role in the effective scale-up and management of supply chain activities including but not limited to procurement, warehousing and stock management, fleet, transport and customs, assets and premises management as well as supporting with distributions.
* The post holder will report to the Head of Supply Chain and the Head of Disaster Preparedness & Response. During deployments, the post holder will report to their assigned line manager in the country office.
* The post holder may have budgetary responsibility when deployed.

Accountabilities

* Conduct assessment, design, start-up, budget management, and implementation of emergency supply chain activities for multiple projects.
* Responsible for the rapid identification and set up of the office, staff accommodation, warehousing and other premises in fast-changing and volatile environments.
* Lead rapid response workforce planning for the Supply Chain Department including recruitment of local staff, intensive training and situational support.
* Manage rapid scale-up of procurement activities, including the identification of local, regional or international sourcing options, management of downstream supply pipeline, contracting of goods, services and works suppliers, and liaising with Global Hub procurement team, whilst at all times adhering to global standards and mitigating risk by applying appropriate controls.
* Oversee inventory and warehouse management across multiple projects, including gift-in-kind (GIK) management which may include setting up of temporary warehouses and transit hubs, renting of warehousing space, contingency stock management and the receipt of donations.
* Lead fleet management and transport operations for emergency response in conjunction with local Supply Chain Lead. Coordinating with existing country office operations where present to identify needs, acquire and utilise a variety of modes to ensure safe, timely, cost-efficient and cost-effective transportation of goods and personnel to meet the demands of the response/programme.
* Oversee asset management for all emergency response assets, including donor liaison, disposal plans asset verification and compliant purchasing.
* Support colleagues with emergency response distributions, including multi-partner planning, site set-up, security, local authority liaison and material planning.
* Provide technical expertise to troubleshoot operational issues, training of local staff and gap filling supply chain staffing gaps.
* As required, you may also be asked to oversee or perform duties relating to IT, comms (VHF, HF and sat phones), security and safety management, customs, importation and government liaison as well as supporting and working with local partners.
* Support the relevant staff in the procurement process for Financial Service Providers (FSPs). This includes conducting an initial market assessment of FSPs and setting up and managing FSP contracts as required.
* Participate in the proposal stage, interim reports and final reporting to donors.
* Develop capacity assessments and capacity development plans and provide training, coaching and mentorship to supply chain staff and partners on Plan’s internal systems and standards as required.
* Promote the application of best practices in the supply chain including the roll-out and dissemination of global guidance as per the Supply Chain Operations Manual & the Emergency Response Manual.

**Safeguarding**

* Ensures that Plan International’s global policies for Safeguarding Children and Young People and Gender Equality and Inclusion are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to their area of responsibility. This includes, but is not limited to, ensuring staff and associates are aware of and understand their responsibilities under these policies and Plan International’s Code of Conduct (CoC), their relevance to their area of work, and that concerns are reported and managed in accordance with the appropriate procedures.

Key relationships

**Internal**

* Country Management team.
* Country Supply Chain Team.
* Country emergency response staff.
* Head of Supply Chain (Global Hub).
* Regional Supply Chain Specialist(s).
* Plan International Humanitarian team (Global Hub).

**External**

* Logistics Cluster.
* Emergency Tele Communications Cluster.
* INGOs, UN agencies, and partners.
* Government departments, local authorities and other actors responding to the emergency

Technical expertise, skills and knowledge

**Essential**

* Significant experience working in a range of humanitarian crises.
* Extensive experience and knowledge of humanitarian supply chain management.
* Experience in emergency response start-up and establishing emergency logistics and supply chain processes.
* Demonstrable experience in incorporating gender and inclusion into logistics and supply chain work.
* Significant experience in managing and implementing donor grant projects. Demonstrable knowledge of donor rules and regulations for a broad range of humanitarian donors (e.g. ECHO, BHA, amongst others) across humanitarian supply chain functions, including experience with proposals, implementation, technical advice and reporting.
* Proven experience of technical background across all aspects of logistics and supply chain management, including procurement, warehousing, fleet management and humanitarian distributions.
* Strong negotiating and influencing skills to achieve operational outcomes.
* Good people management & interpersonal skills.
* Proven ability to work and provide effective leadership in complex and stressful situations, equally comfortable working in leadership, management and hands-on roles in rapidly changing contexts.
* Effective communication skills in a multicultural work environment.
* Project management and organisational skills, results-oriented and comfortable making decisions and taking appropriate risks.
* Ability to build and maintain strong working internal and external relationships and represent Plan in a professional manner.
* Positive, constructive and solutions-focused, comfortable working with high energy and positivity even in the face of challenging situations.
* Knowledge and experience in risk and fraud identification and management, including short-term mitigation strategies.
* Demonstrable understanding of, and commitment to humanitarian principles, humanitarian response work and child protection standards.
* Demonstrable understanding of, and commitment to, equal opportunities, gender and diversity.
* Committed to actively upholding Plan International's vision, values and behaviours and policies, including the Say Yes! To Keeping Children Safe Policy.

**Desirable**

* Knowledge and/or experience of non-traditional, non-direct supply chain delivery modalities, including working with local partners and working with markets and cash-based delivery.
* Experience in training/coaching/mentoring staff in supply chain operations.
* Working knowledge of an ERP system (e.g. SAP/Microsoft dynamics 365 etc.)
* Valid International Driving licence.
* Fluency in English and at least one other language (e.g., French, Spanish, Arabic, Portuguese).

Plan International’s Values in Practice

**We are open and accountable**

* Promotes a culture of openness and transparency, including with sponsors and donors.
* Holds self and others accountable to achieve the highest standards of integrity.
* Consistent and fair in the treatment of people.
* Open about mistakes and keen to learn from them.
* Accountable for ensuring we are a safe organisation for all children, girls & young people

**We strive for lasting impact**

* Articulates a clear purpose for staff and sets high expectations.
* Creates a climate of continuous improvement, open to challenge and new ideas.
* Focuses resources to drive change and maximise long-term impact, responsive to changed priorities or crises.
* Evidence-based and evaluates effectiveness.

**We work well together**

* Seeks constructive outcomes, listens to others, willing to compromise when appropriate.
* Builds constructive relationships across Plan International to support our shared goals.
* Develops trusting and ‘win-win’ relationships with funders, partners and communities.
* Engages and works well with others outside the organization to build a better world for girls and all children.

**We are inclusive and empowering**

* We empower our staff to give their best and develop their potential
* We respect all people, appreciate differences and challenge equality in our programs and our workplace
* We support children, girls and young people to increase their confidence and to change their own lives.

Physical Environment

As part of the core surge team, the primary purpose of the role is to deploy to emergencies globally. The post holder will deploy to a diverse range of countries and contexts. This can range from insecure environments to countries that have just been impacted by a rapid-onset disaster.

The post holder will be provided with the necessary support for such varied locations, including security training, well-being and mental health support and briefings before all deployments.

While on deployment, the accommodation, transport, and availability of services will be dependent on the context and the specific country offices policies.

Level of contact with children

Low contact: No contact or very low frequency of interaction