Role profile

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| Title | SAP Procurement Specialist |
| Functional Area | Global Supply Chain |
| Reports to | Supply Chain Systems and Standards Lead |
| Location | Global Hub (Woking) | Travel required | - |
| Effective Date | January 2022 | Grade | 4 |

Role purpose

As part of the Global Supply Chain team in Plan International, support and compliment the use of SAP Procurement module as part of business processes within the organisation.

This role will help build the capacity of SAP Procurement module users, increasing the efficiency, effectiveness, and performance of the function as a critical enabler to our projects, to achieve greater impact in the countries where we are working.

Dimensions of the role

***Area of Responsibility***

First line of support for SAP Procurement module functional queries and issues handling for procurement module. The role is expected to work closely with the Supply Chain Systems and Standards Lead to provide workable solutions for users. The role will be to support the integration of current business processes for procurement with specific focus on SAP and include the delivery of training for users. The role requires excellent communication skills, an eye for detail and a methodical approach to one’s workload. The SAP Procurement Specialist will need to learn Plan International’s current SAP system configuration, system customizations and business processes fast with the ability to train and teach others at various levels within the organisation.

***Line Management of Staff***

None.

***Stakeholder Engagement***

Internally, this role will engage across functional and geographical boundaries throughout the organisation, engaging a range of stakeholders and users primarily those who use the SAP system modules especially for Procurement.

Accountabilities

* Support for SAP functional queries and issue handling for procurement module.
* Working closely with Supply Chain Systems and Standards Lead to be able to provide workable solutions for users.
* Understanding of SAP security (Roles and Authorizations)
* Maintain and update mapping for approval hierarchy matrices for managers worldwide to their area of responsibility.
* Monitor the adherence to key business processes and, collaboratively work with the Supply Chain Systems and Standards Lead to introduce appropriate activities with business users to drive adoption.
* Create and maintain the training requirements and materials for a variety of methods for both computer-based and instructor-led training including online discussion forums, super-user groups, newsfeeds, etc.
* Provide induction/refresher training to SAP Procurement module users. Maintain a training log and report on the training provided to users on a monthly basis.
* Develop change related communications and announcements to relevant business users at all levels.
* Collaborate with SAP support team and business users to implement new processes, enhancement and upgrades.
* Conduct User Acceptance Testing (UATs), when required
* Develop a relationship with SAP Global Helpdesk, IT and SAP focal points and other SAP Super Users throughout the organisation.
* Support with SAP data cleansing processes by developing communication and engagement plans, providing Offices with guidance and support documents to managing the clearing.
* Support in MASS data cleansing actions at a global level for Plan Worldwide
* Prepare clean data on approved templates for migration to other systems.
* Generate reports and analyse data for SAP and SAP BI data cleansing processes.
* 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
* Other duties as required.

Key relationships

* Engagement with staff at different levels and functions in Global Hub, Regional Hubs and Country Offices to support, guide and train on SAP Procurement module.

Technical expertise, skills and knowledge

* SAP Certification in SAP Procurement (including MM functionality).
* Experience of SAP specialising in SAP Material Management (MM) module, specifically the Procurement features and functionalities
* Experienced in issue handling, management and resolution.
* Detailed knowledge of procurement and P2P processes.
* Strong understanding of SAP master data for procurement.
* Ability to absorb new processes and systems quickly.
* Excellent interpersonal skills, active listening and comfortable communicating effectively to achieve results.
* Strong planning and organisational skills, results oriented and comfortable working collaboratively with others.
* High attention to detail and proficient at using MS Office and other applications.
* Excellent analytical, evaluative, and problem-solving skills.
* Demonstrable understanding of, and commitment to, equal opportunities, gender and diversity.
* Open and accountable, working with integrity and professionalism to achieve individual and team results.
* Prior experience of working in an operational procurement environment would be an advantage.
* Prior experience of working in an international environment would be an advantage.
* One additional Plan International language to a working level would be an advantage (e.g., French/Spanish).
* Knowledge of relevant project management methodologies relevant to the SAP domain would be an advantage.
* Experience in training delivery by different methods would be an advantage.
* Knowledge of other SAP modules would be an advantage (e.g., Finance)

Plan International’s Values in Practice

**We are open and accountable**

We create a climate of trust inside and outside the organisation by being open, honest and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

**We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

**We work well together**

We succeed by working effectively with others, inside and outside the organisation, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams, across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

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

Physical environment

Typical office environment with possibly some international travel. Dynamic working practices are available.

Level of contact with children

Low contact: No contact or very low frequency of interaction