

# act:onaid Job Description and Person Specification

<b>Job Title:</b>	Global Secretariat Procurement Manager		
<b>Directorate:</b>	Finance and Operations	<b>Unit:</b>	Finance Transformation
<b>Grade and Salary:<sup>1</sup></b>	Grade E	<b>Contract Type:</b>	Fixed Term – 12 Months
<b>Location:</b>	GS Hub Offices: London, Johannesburg or Nairobi	<b>Budget Holder:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Reports to: (incl matrix reporting)</b>	Head of Finance Transformation Program		
<b>Direct Reports :</b>	None		
<b>Matrix Reports:</b>	None		
<b>Operational Remit:</b>	Global <input type="checkbox"/> Regional <input type="checkbox"/> Country Specific <input type="checkbox"/> International Secretariat <input checked="" type="checkbox"/>		
<b>DBS (CRB) / Police Check:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
<b>Job Role</b>			
<b>Role Overview</b>	<p>The Global Secretariat (GS) is the co-ordinating body of the Federation, headquartered in Johannesburg with multiple locations across Europe, Asia, Africa and Americas. As ActionAid moves into its new strategy period, the role of financial management is being increasingly recognised as a key enabler for ActionAid's (AA's) networked federation vision, agility, cost effectiveness and future sustainability.</p> <p>Core systems are a key enabler of the new strategy. The goal of the Global Finance System (GFS), based on Sun6 cloud platform, is to enable robust, accurate and transparent processes and systems with clearer roles and responsibilities (and levels of decision making) across the whole financial management cycle, and comply efficiently with AA's Financial Management Framework (FMF). A key component of GFS is the end to end procurement process which it supports from the purchase requisition to the payment to supplier.</p> <p>The GS Procurement Manager will join the ongoing project and be responsible for fixing the current manual process, delivering sustainable improvements towards the target end-state. This involves a hands-on role in the designing and deployment of AA's procurement policies and processes enabling long term value for money and robust management of procurement related risk in ActionAid's Global Secretariat. In the overall context of a high degree of change in the organisation, the GS Procurement Manager will ensure that the organisation manages procurement effectively, both during the transition to the Sun6 cloud platform, and in an optimised state thereafter. Key focus areas will include:</p> <ul style="list-style-type: none"> <li>• Developing procurement strategies, procedures and interim tools on the path to Sun6 cloud</li> <li>• Providing operational support and technical advice for procurement decisions and processes</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Building knowledge, awareness and procurement skills across the organization</li> <li>• Raising the profile and demonstrating the value of procurement</li> </ul>
Areas of Responsibilities	Key Activities
<p><b>Develop procurement strategies, procedures and tools</b></p>	<ul style="list-style-type: none"> <li>• Assist the Finance Director, in consultation with relevant Heads of Units to research and review strategic procurement options for different cost categories</li> <li>• Review and adapt existing policies and procedures and ensure that they are 'fit for purpose' including:             <ul style="list-style-type: none"> <li>○ Procurement related roles and responsibilities</li> <li>○ Robust monitoring and management reporting Compliance and Internal controls</li> <li>○ Use of purchase orders</li> <li>○ Tendering processes</li> <li>○ Tools and templates</li> </ul> </li> <li>• Assist the Head of Finance Transformation and relevant Functional Heads to launch a procurement committee to oversee the application of policy and high-risk procurements</li> <li>• Assist the Head of Finance Transformation and team to develop and implement action plan from current limited tools towards the target model process supported by GFS with fully automated workflows engaging budget holders and electronic document management for all purchase transactions</li> <li>• Implement ActionAid's ethical and environmental policies</li> <li>• Ensure ActionAid GS is legally compliant, within multiple locations, and reflects recognised 'best practice' for NGOs, meeting donor expectations</li> <li>• Ensure that we engage specialist help where required</li> </ul>
<p><b>Provide operational support for procurement decisions and processes</b></p>	<ul style="list-style-type: none"> <li>• Provide technical advice and support to stakeholders in their procurement decisions and supplier relationships including:             <ul style="list-style-type: none"> <li>○ Preparation, evaluation, analysis and documentation of competitive processes</li> <li>○ Ensuring that suppliers are engaged on suitable contractual arrangements</li> <li>○ Establishing appropriate monitoring arrangements e.g. metrics, service level agreements to hold suppliers to account</li> <li>○ Assisting in dispute resolution if required</li> <li>○ Review of existing supplier relationships</li> <li>○ Ongoing monitoring of supplier performance vs commitments</li> </ul> </li> <li>• Help establish and maintain approved/preferred supplier lists as appropriate and suppliers for recurring purchases</li> </ul>
<p><b>Build procurement skills across the organisation</b></p>	<ul style="list-style-type: none"> <li>• Develop and deliver training materials to raise knowledge and the skills and promote a collaborative cross-functional approach e.g. negotiation, contract management, conflict of interest, cost control etc of:             <ul style="list-style-type: none"> <li>○ those involved in significant procurement decisions</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ a core 'buying brigade' of procurement champions covering the bulk of spend.</li> <li>○ Those initiating purchase requisitions on behalf of budget holders</li> <li>○ Project managers and project finance teams</li> <li>○ The core GS finance team</li> </ul>
<b>Raise the profile and demonstrating the value of procurement</b>	<ul style="list-style-type: none"> <li>● Actively promote procurement best practice, demonstrating how it can deliver significant value to the organization and its managers</li> <li>● Through market knowledge and experience identify opportunities to improve value for money</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Contribute to (facilitate/lead) global procurement discussions within ActionAid Federation</li> </ul>
<b>Person Specification</b>	
<b>Education, Language &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>● Recognised relevant professional procurement qualification e.g. CIPS or equivalent and demonstrated experience</li> </ul>
<b>Essential Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>● Demonstrate significant procurement experience across a wide range of categories in strategy development and implementation.</li> <li>● Solid experience to develop and support procurement practices with limited supervision</li> <li>● Demonstrate a sound understanding of compliance and commercial risk</li> <li>● Track record of securing efficiency savings through effective contract management</li> <li>● Strong persuasion and influencing skills, building trust, developing constructive working relationships and promoting best practice at all levels of the organisation (especially in relation to non-technical colleagues) with stakeholder remotely</li> <li>● Ability to integrate well in an existing team with an ongoing implementation of a chosen cloud-based solution</li> <li>● Solid and relevant experience in dispute management and resolution</li> <li>● Track record of successfully enabling sustainable organisational change</li> <li>● A strong commitment to develop, promote and practice AA International's vision, mission, values and strategy.</li> <li>● A friendly and flexible approach with a strong ethic of team spirit</li> <li>● Problem-solving and results oriented</li> <li>● A strong motivation and desire for improvement in processes, capabilities and developing people</li> <li>● The ability to travel occasionally</li> </ul>
<b>Desirable Knowledge, skills and Experience</b>	<ul style="list-style-type: none"> <li>● Experience of leading procurement initiatives in charity sector</li> <li>● Experience of managing in complex international environment</li> <li>● Project Management certification (Prince2, PMI)</li> <li>● Sun Systems experience</li> <li>● Exposure to cloud financial systems implementation</li> </ul>

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Competency Profile	
<b>Strategic Perspective</b>	Demonstrate understanding of the organisation's priorities and goals and effectively analyses complex problems.
<b>Change Management</b>	Uses effective strategies to facilitate organisation change initiatives and overcome resistance to change by involving others, listening and building commitment.
<b>Decisiveness</b>	Prefers quick and appropriate actions in many management situations
<b>Leading Employees</b>	Attracts, motivates, and develops employees.
<b>Building Collaborative Relationships</b>	Builds productive working relationships with co-workers and external parties, whilst valuing people of different backgrounds, cultures and demographics.
<b>Communication</b>	Expresses ideas clearly and concisely; disseminates information about decisions and plans.
<b>Leading with Purpose</b>	Has personal direction and is not easily sidetracked by details or workload.
<b>Credibility</b>	Acts in accordance with stated values; follows through on promises; uses ethical considerations to guide decisions and actions.
<b>Taking Initiative</b>	Takes charge and capitalizes on opportunities