

TEFON HUMAN RESOURCES Sarl Vacancy announcement

Job Purpose/Summary

The **SCM Systems Support** is responsible to assist as tier 1 support for company's end-users with all SCM systems services matters. He/she provides administrative, and reporting services to support during all procurement's lifecycle procedures' resolution for recording, and correlated archiving activities. This role includes secretarial support to prepare all documentation used during the supply strategies decision-making meetings.

Main Mission/Result Area

PRIMARY ACCOUNTABILITIES

- Assist in resolving end-users' issues and queries related to SCM systems (Proactis, CMS, CAP, eCRAF, etc.).
- Support the preparation of reports: Weekly, Bi-weekly, Monthly, Quarterly and Yearly.
- Support the preparation of engagement sessions with business, the update of contracts database.
- Strive to deliver timely and accurately all operational documents and ad-hoc reports as assigned.
- Forecast and plans medium- and long-term reporting plans to meet program requirements.
- Work on special system enhancement or optimization tasks within the team, as assigned.
- Draft, compile, and submit for validation to the focal point SCM's activities related data for various audience (Departmental, Headquarter, Leadership Management and as per demand).

- Participate to different SCM meetings including all Tender Board and establish correlated minutes,
- submission notes (RCS, RFA, CEP, CVP) lifecycle, prior to complete inclusive archiving.
- Assist in inserting updates in SCM policies, procedures, and manual as submitted by the team to align with Headquarter guidance.
- Contribute to capturing accurately the savings generated by the team on daily basis

HSSE Accountabilities

- Participate in all HSSE intervention schemes (HSSE Reporting Cards, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events, and trainings).
- Maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements

The incumbent may perform other related duties as assigned.

Key Challenges

- Demonstrate a personal commitment to all HSSE procedures, and instructions.
- Ability to multitask and provide assistance when required.
- Focus efforts and prioritize work to deliver business value diligently.
- Demonstrate flexibility when required on deliveries in tight schedule.
- Convey a professional appearance and attitude continuously.
- Ability to operate in a multi-cultural setting and demonstrate resilience in a fast-paced changing environment

Competence & Requirements

- Master's degree in Business/Economics/Statistics/Mathematics/Engineering, or any related numerate/commercial discipline.
- Proficient with MS Excel, MS Word, and knowledge of Power BI is a plus.
- Excellent Reporting, and records keeping skills.
- Knowledge in contracting & tendering process will be an asset.
- Converse with PROACTIS PMC, CMS, eCRAF, CAP, ETL
- Effective communication skill with fluency in written and spoken English.

- Actively engages and respects the diverse contributions of team, partners, or networks.
- Excellent Team spirit with experience in dealing with diverse workforce and external service agents.
- Customer focused and results oriented.
- Genuine desire to learn, contribute and be challenged.
- Innovation and autonomous work ability will be appreciated.
- Candidate with numerical background studies such as Statistics, Mathematics or even Physics.
- Good mastery of Microsoft suite packages (Excel, power point, Word). Power BI will be an asset

All interested candidates should submit a CV and cover letter

to: tefonhr@tefonservices.com / www.tefonservices.com

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