LM02003
PROCUREMENT MANAGER

Level 9

Reports to (Hierarchical)
Logistics Coordinator or Supply Chain Coordinator (if any)

Reports to (Functional)
Logistics Coordinator or Supply Chain Coordinator (if any)

Job Family
Logistics and Supply

Main Purpose
Defining procurement strategy and coordinating and monitoring all procurement activities related to local, regional and international purchases of goods, transport, subcontracted works and services for the mission according to **MSF** protocols, standards and procedures in order to ensure a transparent and efficient procurement and supplier performance

Accountabilities
- In collaboration with the Logistics/ Supply Chain Coordinator / SCTL defining and implementing the mission's yearly procurement strategy and within the procurement strategy framework, analysing the local portfolio and the mission's needs (budget/forecast) in order to define an annual procurement actions plan
- Monitoring the implementation of the procurement activities ensuring compliance with **MSF** standards, protocols and procedures. This includes the following:
  - Managing the supplier selection process according to the priorities set as part of the annual plan and in accordance with the **MSF** Quality Assurance policies. Liaising with the relevant technical referents to validate the quality of the sourcing by organizing market consultations and tenders, preparing and leading negotiations and formalizing agreements.
  - Managing supplier relationships to ensure quality of product and services by implementing KPIs to set expectations and monitor the suppliers' performance, evaluating overall performance in liaison with Supply Chain Team Leader / Supply Chain/ Procurement Supervisor for supply issues, and med/log referents for technical issues, and solving dispute with suppliers, if any. Controlling and maintaining the quality of data related to commercial agreements with suppliers (price lists, SLAs, contracts…)
  - Conducting market assessments and benchmark analysis (including local, regional, and international sourcing options) in order to define action plans, and report market evolution/change that could influence the procurement strategy
- Ensuring technical support for his area of activity and providing coaching to staff under his/her responsibility in order to contribute to the development of procurement best practices on all the mission's projects with the objective to improve the level of expertise of the mission
- Participating in monthly reports according to guidelines. Implementing and following up on procurement performance indicators, with regular reporting to the Supply Chain Co / Log Co and the procurement stakeholders
- In collaboration with the Logistics Coordinator, the HR Coordinator and Project Coordinator participating in the planning and implementation of HR associated processes

(recruitment, training, briefing/debriefing, evaluation, detection of potential, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required to correctly perform all supply activities pertaining to his area
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education
Diploma in supply chain or business administration

Experience
Minimum two years in procurement, preferably with some experience of dealing with suppliers in developing countries

Language Level Description
B2 Independent User
Vantage or upper intermediate

- Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation.
- Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party.
- Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.

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