LS03203
PROCUREMENT SUPERVISOR

Level 6

Reports to (Hierarchical)
upply Chain Team Leader / Supply Manager (if any) or Logistics Manager / Supply Chain Officer

Reports to (Functional)
upply Chain Team Leader / Supply Manager (if any) or Logistics Manager / Supply Chain Officer

Job Family
Logistics and Supply

Main Purpose
Planning and supervising the procurement activities for goods, transport, subcontracted works and services for the project and capital according to **MSF** standards and protocols in order to ensure a transparent and efficient procurement and supplier performance

Accountabilities
- Planning and supervising the day to day procurement activities ensuring an efficient implementation of the procurement procedures in the project or capital, ensuring compliance to **MSF** standards and protocols, including but not limited to the following:
  - Regularly assessing the market for new suppliers to supply the recurrent needs of the mission and seeking products/services that offer the best value for money within the shortest timeframes. Negotiating prices and proposing new suppliers to be validated. Developing and maintaining relations with different suppliers in order to ensure a stable supply of goods or services. Submitting and collecting quotations and tenders following the **MSF** purchasing policy
  - Submitting and collecting quotations and tenders following the**MSF** purchasing policy and providing updates on "item-supplier" data: price, availability, quality, lead time
  - Together with the Supply Chain Officer determining the purchase planning according to the incoming requests / orders, product availability (shortages/surpluses), delivery times, budgets and other relevant factors
  - Coordinating and supervising the purchasers' activity, managing the purchasing budget, and settling advances with the Finance Department
- Coordinating and leading the team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
- Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
- Performing delegated tasks according to his her speciality and as specified in his/her job description

Education

Essential technical diploma in supply chain

Experience

1 year in MSF Logistics Department, previous experience in supply chain activities related jobs

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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