LT03602
PURCHASING OFFICER

Level 5

Reports to (Hierarchical)
Supply Chain Team Leader / Project Supply Chain Manager / Supply Supervisor / Supply Chain Officer

Reports to (Functional)
Supply Chain Team Leader / Project Supply Chain Manager / Supply Supervisor / Supply Chain Officer

Job Family
Logistics and Supply

Main Purpose
Performing the day to day purchasing activities in a particular supply office (coordination or project level) according t**MSF** protocols and standards in order to ensure an optimal running of the mission/ project

Accountabilities
- Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:
  - Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available
  - At the request of the line manager, obtaining different quotations from suppliers according to the**MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed
  - Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval
  - Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made
  - Assisting in reception control process with the storekeeper
- Performing delegated tasks according to his / her activity and as specified in his/her job description

Education

Essential, secondary education; commerce related studies desirable

Experience

At least 2 years' experience in supply chain 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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