Terms Of Reference
Intersectional Procurement Advisor

Location: Any place where MSF has an office (with trips in Europe and in MSF countries of operation)

Contract: 100% position, Fixed Term contract of 12 months

Starting date: February 1st 2022

Deadline for applications: 30th December 2021

Reporting to: Field Strategic Procurement Project Manager

MSF INTERNATIONAL

Médecins Sans Frontières (MSF) is an international, independent, medical humanitarian organization that delivers emergency aid to people affected by armed conflict, epidemics, healthcare exclusion and natural disasters. MSF offers assistance to people based only on need and irrespective of origins, religion, gender or political affiliation.

MSF consist out of 6 Operation Centers (OCs), 3 European Supply Centers (ESCs) and 22 partner sections.

MSF International provides coordination, information and support to the MSF Movement, as well as implements international projects and initiatives as requested. MSF International also provides administrative support to the MSF Access Campaign.

POSITION BACKGROUND

In recent years, there has been a significant development in MSF’s medical and operational activities that has been sustained by an upsurge in MSF’s operational budget and complexity. Every year, approximately half of MSF’s budget is spent in procurement (services and goods).

The MSF Strategic Procurement Program (MSPP) has been launched to intensify collaboration between the different MSF entities and streamline the existing MSF procurement set up, in order to achieve optimal operational efficiency by avoiding duplication, waste and operational complexity.

The ultimate goal of the program is to develop and implement a global, common approach to strategic procurement across all entities (OCs, ESCs and Partner Sections) at international, regional and national level.

In this context, MSF wants to develop and coordinate the implementation of the Intersectional Procurement positions in the field, founding the basis for the future intersectional organization.

PLACE IN THE ORGANISATION

The Intersectional Procurement Advisor will:

- Report hierarchically to the Field Strategic Procurement Project Manager
- Work closely with the Procurement, Supply and Log field referents from the 6 Operational Centers and the other MSPP team members.
- Interact with other stakeholder groups within the MSF movement (Operations, Logistics, Medical, Finance, Legal and HR).

OBJECTIVES OF THE POSITION

The overall objective of the Intersectional Procurement Advisor is to coordinate the development and implementation of best procurement practices in the key countries and providing on hands operational support working complementary with the OCs’ Advisors / Experts.

SCOPE

The Intersectional Procurement Advisor has the mandate to support the 6 Operational Centers regarding the implementation of the best procurement practices through the development and
coaching of the Intersectional Procurement positions in the field, capitalizing on best practices and providing on hands operational support to the missions. This position is focused on the Source to purchase part of the procurement process, not a substitute for the OC’s team (Field advisors/experts. He/she is not accountable for the local purchasing activities).

The main responsibilities are as follows:

- Coordinate the induction, mentoring, training and development of the Intersectional Procurement positions;
- Capacity building, best practices sharing among the Intersectional Procurement positions in the field;
- Identifying gaps in current processes, tools and guidelines and coordinating with the Procurement Process Expert and Harmonization of Practice project in order to ensure the required processes, tools and guidelines are developed.
- Ensure that the process, procedures and tools are implemented by the Intersectional Procurement managers in the field;
- Reporting the achievements of the IPM to the Field Working Group and MSPP;
- Empower the Intersectional Procurement Managers to work as multipliers and gate keepers for the field procurement process;
- Foster the utilization of Supplier Portal and e-Sourcing tool in the main countries aligned with the Procurement Process Expert and Harmonization of Practice project;
- Ensure coordination and alignment between IPM, Regional and the OC’s Advisors/Experts;
- Provide hands-on operational procurement support upon request (needs assessment, market assessment, sourcing, negotiation, supplier performance monitoring,...) working complementary with the OCs’ Advisors and Experts;

Requirements:

Education:
- Bachelor’s Degree in Business and/or supply chain with ideally a specialization in purchasing or project management or a combination of relevant education and professional experience.

Experience:
- At least 5 years of experience in procurement direct or indirect spend including data analysis, sourcing, complex negotiation and contracting or a position in a different domain entailing the same components;
- Experience in people management is a strong asset;
- Computer literacy: proven ability to work with Office and ERP, a good command of excel is a must;
- Field experience in procurement /supply chain functions with MSF or another NGOs is strong asset;
- Experience in project management is an added value;
- Proven track record of change management.

Knowledge and Skills:
- Analytical mindset, organizational skills and autonomy are a must
- Excellent communication skills, assertiveness and negotiation skills
- Ability to work in a cross-cultural and cross-functional environment
- Drive for change, improvement and innovation
- Commitment to MSF values is compulsory.
Languages:
- Fluently spoken and written English
- French is a strong asset
- Arabic and Spanish are assets

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