



Acknowledge



MSF SPAIN IS OPENING THE RECRUITMENT OF: INTERSECTIONAL PROCUREMENT OFFICER.

(BASED IN JUBA/ PERMANENT CONTRACT/STARTING WITH 6 MONTHS/Level (5))

In line with our Strategic Orientations we are actively seeking to improve the gender balance in the organization and That's why, females are strongly encouraged to apply.

Médecins Sans Frontières/Doctor without Borders (MSF), founded in 1971, is an international humanitarian organization that provides emergency medical assistance to population in danger in more than 60 countries. MSF has been present in South Sudan for 30 years. Médecins Sans Frontières is an international independent medical-humanitarian organization, which helps populations in distress, to victims of natural or man-made disasters and to victims of armed conflict, without discrimination and irrespective of race, religion, creed or political affiliation.

MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association. Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.

Main Purpose.

Support the Intersectional Procurement Manager (IPM) in coordination or project level in activities related to Market Assessment, Tendering Processes, and Contract Management, according to MSF protocols and standards in order to ensure an optimal running of the mission/ project.

Main Duties & Responsibilities.

- Supports the Intersectional Procurement Manager (IPM) in the execution of their activity, more specifically related to the categories to be worked in the IPM project.
- Under the guidance and supervision of the IPM, the Procurement Officer is expected to support in the execution of market analysis, tendering processes, contract management, and any other related process.

MSF Section/Context Specific Accountabilities.

Support the IPM on the execution of tendering processes:

- 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
- With each of the participant OCs, do the data gathering of historical consumption, specifications, and prices of the items to be procured
- Analyse data gathered, consolidate, and prepare list of items to be tendered
- At the request of the line manager, obtaining different quotations from suppliers according to the MSF Purchasing policy. Participate in tender processes where necessary.
- Analyse proposals received and prepares reports
- Participate on negotiations



- Support the IPM on visits to validate suppliers and prepare visit reports
- Validate items in collaboration with the technical referents and buyers of the OCs
- Support the preparation of tender final reports.

Contract Management

- Upgrade, prepare and update contract lists, items lists, supplier lists, following the templates provided and guidance of the IPM
- Track supplier performance in collaboration with the OCs using the tools provided by the IPM
- Being responsible for the supply database and the correct filing and archiving of supply documentation in order to guarantee the availability and the coherence of supply data:
 - Regularly updating the supplier-item-price data and informing the Intersectional procurement manager of all information or modifications to the data i.e. price, address, items available
 - Maintain the supplier database with consistently accurate and complete contact information. Link this information with supplier performance, and track OC reported claims
 - Maintain and update the product catalogue with product specification, photo and any unidata product link. Ensure all data collected and entered to database is consistently accurate and complete.
 - Create product codes based on MSF categorization and rules. Align with OCs on the description, packaging, and unit of measure.
 - Follow up with suppliers to update the price list based on pre-agreed schedules.
- Gather consumption reports from the OCs and verify if intersectional contracts are being used and prices are being met and report to IPM any deviations identified
- Support the IPM in developing the relationship with the suppliers, being a point of contact to communicate with them, always reporting the communication to the IPM

Other.

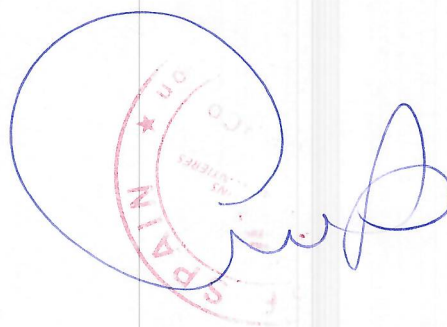
- Performing delegated tasks linked to their activity.

REQUIREMENTS.

- Essential, secondary education; commerce related studies desirable
- At least 2 years' experience in supply chain related jobs.
- Intermediate level Excel is preferred. Notions of negotiation skills. Good communication skills.
- Essential English and local Arabic languages.

COMPETENCIES.

- Results and Quality Orientation
- Teamwork and Cooperation
- Behavioural Flexibility
- Commitment to MSF Principles
- Service Orientation
- Stress Management



HOW TO APPLY.

Interested applicants can submit their motivation letters, updated CV, relevant academic certificates, previous work certificates and nationality ID card.

Application should be addressed to:

RECRUITER, MSF SPAIN, JUBA.

Submission can be done by E-mail: msfe-juba-recruiter@barcelona.msf.org or

DROP TO MSF SPAIN, ADMINISTRATION OFFICE, JUBA.

With clearly written job title and updated contact numbers.

Closing date for submissions: 28/10/2024 at 17:00 hrs.

We thank all applicants for their interest, but only short-listed candidates will be contacted for the recruitment process.

Applications once submitted, will not be returned to applicants.

WARNING! MSF strongly warns its esteem applicants that any proven fake documentation (i.e., fake academics certificates/diplomas/Universities titles or fake work certificates submitted) in the application, will automatically lead to disqualification and total exclusion of the applicant from the current and future recruitment processes. Verification of applicants' documents by MSF is a must!

MSF is committed to achieving workforce diversity in terms of gender, race, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are encouraged to apply. We are committed to achieving a balanced gender distribution and therefore encourage women to apply. All applications will be treated with the strictest confidence.

MSF provides a work environment that reflects the values of gender equality, teamwork, integrity and a healthy balance of work and life. MSF does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment and discrimination.

Done in Juba, 15/10/2024.

