



**Is seeking a
Tactical Buyer - Medical Devices and Medicines
(long-term contract)**

MEDECINS SANS FRONTIERES is an independent, international, humanitarian, medical organisation with a presence in 60 countries to date. MSF provides medical assistance to populations who are victims of armed conflict but also epidemics and pandemics or natural catastrophes, who are lacking care, based on their needs, without discrimination according to religion, philosophy or politics.

MSF Supply, the purchasing centre for Médecins Sans Frontières Belgium is one of the pillars of the OCB (Operational Center Brussels, the operations of MSF Belgium) Supply Unit, and comprises the management of the international and local supply chain. MSF Supply also supports other humanitarian organisations.

In 2016, almost 70,000 command lines were processed and 28,000 m³ of materials were dispatched to populations who were the victims of conflict and catastrophes in more than 50 countries.

At the heart of MSF Supply, the procurement of products and materials for each mission falls within the remit of the Purchasing Department, which includes a Procurement department and a Quality Assurance department. The Procurement department comprises a team of 5 Strategic Buyers who are responsible for managing the relationships with suppliers (allocation, negotiation, supplier evaluation, etc.) and 2 Tactical Buyers who support the Strategic Buyers and are in charge of the operational management of purchases.

Role:

Under the responsibility of the Strategic Buyer-Medicines and Vaccines, the Tactical Buyer - Medical Devices and Medicines will support two Medical Strategic Buyers in the management of medical purchases and the management of supplier relations, with the aim of optimising the commercial conditions and respond to the requirements set forth by the internal (MSF missions) and external clients.

Their primary focus is to ensure the reliability of the supply as well as financial optimisation. Technical validation of the sources is overseen by technicians (Quality Agents) according to MSF standards.

Main responsibilities:

1. Oversee the management of medical purchases by:
 - a. Requesting quotations and negotiate prices to respond to product orders that are not subject to an agreement negotiated by the Strategic Buyer ("affectés purs"), always seeking to stabilise the prices for at least one year.
 - b. Analysing the alternative sources (already active in the database) when the preferential supplier cannot meet a supply requirement.

2. Provide the necessary support to the Strategic Buyers during yearly tail-end products price consultation, update the database and set benchmarks:
 - a. Preparing data files and supporting documents for suppliers.
 - b. Monitoring supplier responses, answering their questions and following-up with them.
 - c. Consolidating the data and keeping it up-to-date.
3. Contribute to supplier relationship management in order to ensure the expected service level:
 - a. Processing claims upon goods reception as well as solving invoicing disputes.
 - b. Ensuring regular qualitative feedback on the problems identified to the Strategic Buyer, to support the monitoring of the suppliers' performance.
4. Keep the supplier and item data up-to-date in our ERP in order to ensure a high level of data quality
 - a. Creating and updating supplier accounts.
 - b. Updating the commercial data related to specific items (price, preference, etc.) in our ERP (with Strategic Buyers' validation)
 - c. Controlling and correcting incoherence in the database (with Strategic Buyers' validation).
5. Conduct ad-hoc analysis and projects to support the Medical Strategic Buyers

Profile:

- Bachelor of Business, Purchasing/Procurement or Logistics
- **2 years** professional experience required in purchasing/procurement and supply.
- or
- Number of years professional experience equivalent to the training and 2 years professional experience

- Bilingual French/English. Dutch would be considered as a plus.
- Highly skilled in database management, research and analysis of market data and Office applications (Excel, Word, PowerPoint & Outlook) and ideally experience with ERP
- Rigorous, organised, analytical focus, interpersonal skills
- Ability to work with short timelines, assertive, client oriented, with team spirit
- Associative or humanitarian experience would be appreciated.

Conditions:

- Full time, **long-term contract**
- Start date: ASAP
- Salary according to experience
- Place of work: MSF Supply at Neder-over-Heembeek (North of Brussels)

Interested? :

Submit your CV and covering letter **by 19/12/2018 at the latest** with the reference "Tactical Buyer" to: job.MSFSUPPLY@brussels.msf.org