



**IS SEEKING A  
TACTICAL BUYER – MEDICAL DEVICES AND MEDICINES  
(M/F/X)  
(FULL TIME FIXED TERM CONTRACT )**

MEDECINS SANS FRONTIERES is an international, independent medical humanitarian organization today working in 60 countries. MSF offers assistance to populations affected by armed conflict, epidemics, natural disasters and exclusion from healthcare, based on need, irrespective of religion, gender or political affiliation.

As part of OCB (Operational Center Brussels) Supply Chain, MSF Supply is the European Supply center located in Brussels which offers integrated logistics services to MSF missions on the field. MSF Supply also serves other humanitarian organizations. In 2018, MSF Supply served 59.000 order lines and sent more than 21,000 m3 to victims of disasters and conflicts.

At the heart of MSF Supply, the procurement of products and materials for each mission falls within the Procurement Department. This department comprises a team of 5 Strategic Buyers who are responsible for managing the relationships with suppliers (choice, negotiation, monitoring the quality of the service, evaluation) and 2 Tactical Buyers who support the strategic buyers.

Following an increase in activity and a re-organization of the team, we are looking for a part-time Tactical Buyer, 50% per week, present daily (morning or afternoon, to be determined together).

**ROLE :**

The Tactical Buyer - Medical Devices and Medicines will support three/four Strategic buyers in the management of current 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 (missions) and external clients.

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

## **RESPONSIBILITIES :**

1. Oversee the management of current purchases by :
  - a) Requesting quotations to respond to product orders that are not subject to an agreement negotiated by the buyer ("pure allocations"), 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 buyers during price consultations, 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 non-compliances upon receipt as well as solving invoicing disputes.
  - b) Ensuring regular qualitative feedback on the problems identified to the purchaser, to support the analysis of the suppliers' performance.
4. Keep the supplier and item data up-to-date 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
  - c) Controlling and correcting incoherence in the database (with the approval of the buyer).
5. Conduct ad-hoc analysis to support the buyers

## **PROFILE:**

- Bachelor of Business, Purchasing or Logistics
- 2 years professional experience required in purchasing and supply or number of years professional experience equivalent to the training and 2 years professional experience
- Fluency in English and French required. Dutch is 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 to urgent time-scales, assertive, client oriented, with team spirit
- Associative or humanitarian experience would be appreciated – MSF experience is a plus.

## CONDITIONS:

- **Full time fixed term contract (6months)**
- **Start date:** ASAP
- **Place of work:** Neder-over-Heembeek (North of Brussels) - Belgium
- Salary according to experience level + meal vouchers, hospital insurance, pension plan, 100% reimbursement for public transportations costs and transport fee
- As MSF Supply is under the "Known Consignors" status by Belgian Customs, the candidate will have to handle to the Human Resources Department a criminal record (model 596-1.29) prior to the signature of the contract. The criminal record will have to be exempted from any conviction listed under the 3<sup>rd</sup> article, point 9 from the European Directive 2016/681. For further information, please contact the HR Department at [job.msfsupply@brussels.msf.org](mailto:job.msfsupply@brussels.msf.org)

## HOW TO APPLY ?

Please send **your curriculum vitae and a cover letter** with the reference "**Tactical Buyer**" to [job.MSFSUPPLY@brussels.msf.org](mailto:job.MSFSUPPLY@brussels.msf.org) by **10/13/2021 at the latest**.

We'll contact only those whose applications have been selected.

*By submitting your application, you consent to MSF Supply using your personal data as part of the recruitment process. For more information, consult our privacy notice or contact our data protection officer Noémie Bontyes via [privacy@msfsupply.msf.org](mailto:privacy@msfsupply.msf.org).*

For more informations about our activities : [www.msfsupply.be](http://www.msfsupply.be) and [www.msf-azg.be](http://www.msf-azg.be)