



IS LOOKING FOR

**VACCIN & MEDICAL DEVICES PRODUCT
SPECIALIST (M/W/X)
1 year contract – full time**

CONTEXT :

DOCTORS WITHOUT BORDERS (MÉDECINS SANS FRONTIÈRES) is an international, independent, medical humanitarian organization present in more than 60 countries to date. MSF provides medical assistance to populations that are victims of armed conflicts, epidemics, pandemics or natural disasters, and deprived of care, based on their needs, without discrimination of religion, philosophy or politics.

MSF Supply is the central purchasing office of Médecins Sans Frontières Belgium. Their 125 employees offer an integrated logistics service to the field missions: technical support, management of customer orders, calls to market and purchase of medical and non-medical equipment, quality control, storage and shipment of goods to the field missions.

MSF Supply is one of the pillars of the Supply Unit of OCB (Operational Center Brussels, the operations of MSF Belgium) including the entire supply chain management both internationally and locally. MSF Supply also serves other organizations in the humanitarian sector.

In 2018, MSF Supply served more than 58,600 order lines and sent more than 21,000 m3 of material to the field.

Our Mission: MSF Supply, the supply center of the MSF movement, provides quality products and services tailored to the needs of medical humanitarian organizations.

Reason for being:

The general objective of the position is to manage the portfolio of drugs and medical devices in MSF Supply level and to coordinate vaccines activities in a supply perspective with the European Supply Centers in Amsterdam and in Bordeaux.

Reporting to the Product Coordinator, he/she will work closely with other entities within MSF, including technical referents from OCB, MSF Access Campaign (CAME), International Pharma Coordination (IPC), European Supply Centers (ESC), SPINCO (Coordination and Source of Product Information), MSF International Office (IO) and the homologues of the two European Supply Centers.

This role is key to ensure the quality and the availability of the products sourced to be delivered to our programs on the field, at the same time as to ensure the quality of the information related to products across the whole chain.

The position is housed at MSF Supply and is part of the core-group MSF Vaccination Work



Group (VWG) and represents the ESCs in this cluster.

Aligned with other ESC pharmacists, he/she is also part of the Pharma Network and serves as the ambassador of Pharma Working in the VWG.

Main Responsibilities:

- 1) MSF Supply activities (70%):
 - Validate new articles-suppliers-manufacturers combinations to meet missions' needs, in respect of the international standards and MSF validation scheme;
 - Ensure the quality of information and technical documentation of vaccines and medical products: create, update and control data related to items, update in accordance with regulation changes; suppliers- manufacturers and medical kits composition lists in collaboration with other Quality Assurance and Product Referents;
 - Provide technical support to the Customer Service and MSF missions whenever needed;
 - Controls and follows the quality of purchased products in relation with suppliers, the Quality Department and MSF Supply Operations, including non-conformities and product recalls;
 - Contribute to the definition of product catalog in collaboration with product referents, working groups and the SPINCO.

- 2) Vaccine Supply Focal Point activities (30%):
 - Play the role of supply focal point for vaccines in the relationship with international bodies of MSF (Vaccine Working Group, MSF International and Access Campaign) and the manufacturers;
 - To coordinate and to centralize the quality /technical sourcing (e.g. leaflet, DoE, stability studies, Vaccine Supplier Form, language, regulatory documents, etc) of vaccines for all MSF movement with stakeholders;
 - To support the vaccine procurement strategy led by the buyer from commercial standpoint;
 - To keep a track on vaccines availability, shortages, introductions, global market updates and to identify alternatives sources with technical guidance from the International Pharma Coordination;
 - To capitalize resources and energy, enhance synergy and address MSF vaccines supply needs always targeting a common benefit;

Profile:

- You have a technical background as pharmacist;

- You have 2 years of experience in quality validation and usage in drugs domain, including significant experience with vaccines and medical devices, in a supply center, an hospital pharmacy or in the supply chain of the medical industry;
- Experience with database and document management, search and analysis of technical information;
- Ability for teamwork and network, rigor and organization, analytical mindset and capability to take initiatives, good communication, diplomatic and inter-personal skills;
- Very good knowledge of spoken and written French and English. Dutch is a plus;
- Computer literate (MS Office, ERP,...);
- Work experience in humanitarian sector is a plus.

CONDITIONS :

- **Full time fixed term contract (1 year)**
- **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, “work from home” policy.
- 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 3rd article, point 9 from the European Directive 2016/681. For further information, please contact the HR Department at job.msfsupply@brussels.msf.org

HOW TO APPLY ?

Please send your CV and your motivation letter with the reference “**Vaccin & Medical Devices Product Specialist**” to the email job.MSFSUPPLY@brussels.msf.org by no later than 24th October 2021.

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.

For more informations about our activities : www.msfsupply.be and www.msf-azg.be