



**Is looking for a
STRATEGIC BUYER – BIOMEDICAL AND LOGISTIC
(fixed term contract - 12 months)**

Médecins Sans Frontières (MSF) is an international humanitarian aid organization that provides assistance in more than 60 countries to populations in distress, to victims of natural or manmade disasters and to victims of armed conflicts, without discrimination and irrespective of origin, religion, creed or political affiliation

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

In 2020, around 72000 command lines were processed and 20 000 M³ of materials were dispatched to populations who were the victims of conflict and catastrophes in more than 60 countries.

ROLE

At the heart of MSF Supply, the procurement of products and materials for each mission falls within the responsibilities of the Procurement Service, which reports to the Global Procurement Department of OCB/MSF Supply. The Procurement Service comprises a team of 7 Buyers:

- 5 Strategic Buyers are responsible for defining and implementing long term procurement strategies for their portfolio in order to put in place and optimize the commercial conditions and develop long term relationships with suppliers (allocation, negotiation, supplier evaluation, etc.) and
- 2 Tactical Buyers support the Strategic Buyers and are in charge of the operational procurement activities

Under the responsibility of the Procurement Coordinator, the Strategic Buyer will be manage the Biomedical/Logistic portfolio in order to respond to the requirements set forth by the internal (MSF missions) and external clients, with a focus on quality (products and service), availability and financial optimisation. Technical validation of the sources is overseen by technicians (product Specialists) according to MSF standards.

MAIN RESPONSIBILITIES

- Analyze the product portfolio, regarding requirements and market analysis in order to define/update the procurement strategy and define an action plan for the following year
- Organize call for tenders processes implying travelling abroad to conduct negotiation with suppliers
- Monitor the supplier's performance in order to improve the quality of service continuously

- Keep a market watch and perform benchmark analysis, and manage the political dimension in the relationship with international bodies,
- Actively contribute to develop the purchase methodology, analysis and performance measurement tools, update the purchasing procedures and collect and implement purchase good practices
- Actively contribute to the collaboration with the 2 other MSF Supply Centres (Amsterdam and Bordeaux) in the framework of common strategies and the pilot on the long term procurement organization
- Ensure the day-to-day purchase activities (ex. : quotation requests, non-conformities management, commercial database management) with the support of the Tactical Buyer
- Keep records of bids, negotiations and suppliers relationship history and manage the supply contracts database

PROFILE

- Education in Commercial, business, administration or supply chain (equivalent to Master's degree)

And

- At least 2 years of professional experience in commercial negotiation, implementation of commercial or purchase contracts, if possible in connection with biomedical or logistic equipment
- Technical skills in negotiation, market data search and analysis, contract management and basic knowledge in financial analysis
- Skills: Project Coordinator with the Product Specialists and Replenishment Officers for "one shot tailor made" purchases,
- Highly skilled in database management, research and analysis of market data and Office applications (Excel, Word, PowerPoint & Outlook) and ideally experience with ERP
- Proven diplomatic and listening skills
- Ability to work in a multi-cultural environment with short timelines, assertive, client oriented, with team spirit
- Rigor and organizational skills, analytical mindset and capacity for initiative, interpersonal qualities and sense of diplomacy
- Fluency in English and French required. Dutch is a plus
- Associative or humanitarian experience would be appreciated

CONDITIONS

- Full time, **fixed term contract** – 12 months
- Start date: 14/02/2022
- Salary according to experience + meal vouchers, hospitalization insurance and transport fee
- Place of work: MSF Supply at Brussels / Neder-over-Heembeek (North of Brussels) - position eligible for telecommuting 2 days a week after training

INTERESTED?

Send a cover letter and your CV (in English or in French) by email with "**STRATEGIC BUYER**" in the subject before **31/12/2021** to job.msfsupply@brussels.msf.org