



**Is seeking a  
Buyer - Medical Devices and Medicines  
(fixed term contract – 9,5 months)**

MSF Supply is looking for a recruitment of a full time Buyer, replacing a maternity leave of a current collaborator for 9,5 months.

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.

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.

**Role:**

The Buyer Medical Devices and Medicines will :

- Be responsible, 50% of his/her time, for defining and implementing long term procurement strategies for his/her portfolio in order to put in place and optimize the commercial conditions and develop long term relationships with suppliers (allocation, negotiation, supplier evaluation, etc.) = STRATEGIC PROCUREMENT
  
- Collaborate, 50% of his/her time, with two 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 = TACTICAL PROCUREMENT  
His/her 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.

**Main responsibilities:**

**STRATEGIC PROCUREMENT**

- Analyze the market and product portfolio in order to define/update the procurement strategy and to implement action plans
- Actively collaborate with the procurement community across Europe and India
- Follow up the strategies in place for HIV and Hepatitis C with the project team
- Monitor the supplier's performance in order to improve the quality of service continuously
- Actively contribute to develop the purchase methodology, analysis and performance measurement tools, update the purchasing procedures and collect and implement good practices linked to activity

### **TACTICAL PROCUREMENT**

1. Oversee the management of current purchases by:
  - a. Requesting quotations to respond to product orders that are not subject to an agreement negotiated previously.
  - 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 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 replenishment team, 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 Strategic buyers

### **Profile:**

- Bachelor of Business, Purchasing or Logistics
- Fluency in English and French required. Dutch is a plus
- 1 year professional experience required in purchasing and supply.
- Proven diplomatic and listening skills
- Ability to work in a multi-cultural and changeable environment with short timelines, assertive, client oriented, with team spirit
- Rigor and organizational skills, analytical mindset and capacity for initiative and interpersonal qualities
- Highly skilled in database management, research and analysis of market data and Office applications (Excel, Word, PowerPoint & Outlook) and ideally experience with ERP
- 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** – 9,5 months
- Start date: 1<sup>st</sup> of July
- Until Mid-April 2023
- 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? :**

Submit your CV and covering letter **by 11/05/22 at the latest** with the reference "**Buyer**" to:  
[job.MSFSUPPLY@brussels.msf.org](mailto:job.MSFSUPPLY@brussels.msf.org)