



**Is recruiting a
Logistic Strategic Buyer
(long-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.

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 Strategic Buyer will be responsible 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.)

Under the management of the Procurement Coordinator, the Strategic Buyer will be responsible for products used in MSF projects and responds 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 (Products Specialists) according to MSF standards.

Main responsibilities

- 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
- 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

- Ensure the good functioning of daily purchase activities (ex. : quotation requests, non-conformities management, commercial database management) with the support of the Tactical Buyer

Profile

- Education in Commercial, business, administration or supply chain (equivalent to Master's degree)
- At least 3 years of professional experience including at least 1 years in commercial negotiation, implementation of commercial or purchase contracts
- Fluency in English and French required. Dutch is a plus
- Ability to work in a multi-cultural and changeable environment with short timelines, assertive, client oriented, with team spirit
- Proven diplomatic and listening skills
- 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
- Associative or humanitarian experience would be appreciated – MSF experience is a plus.

Conditions

- Full time, **long-term contract**
- Start date: As soon as possible
- 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, either in French or in English, by email with "**Strategic Buyer**" in the subject before **11/05/2022** to job.msfsupply@brussels.msf.org