

LT03602

PURCHASING OFFICER

Level 5

REPORTS TO (HIERARCHICAL)

Supply Chain Team Leader / Project Supply Chain Manager / Supply Supervisor / Supply Chain Officer

REPORTS TO (FUNCTIONAL)

Supply Chain Team Leader / Project Supply Chain Manager / Supply Supervisor / Supply Chain Officer

JOB FAMILY

Logistics and Supply

MAIN PURPOSE

Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure an optimal running of the mission/ project

ACCOUNTABILITIES

- Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:
 - Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available
 - At the request of the line manager, obtaining different quotations from suppliers according to the **MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed
 - Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval
 - Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made
 - Assisting in reception control process with the storekeeper
- Performing delegated tasks according to his / her activity and as specified in his/her job description

EDUCATION

Essential, secondary education; commerce related studies desirable

EXPERIENCE

At least 2 years' experience in supply chain related jobs