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| **Title:**  | PROCUREMENT SUPERVISOR |
| **Generic Function:**  | SUPPLY ACTIVITY SUPERVISOR |
| **Code:** | LS03203 |
| **Level:** | 6 | **(E)** |

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| **Position in the Organization** |
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| **Reports to (Hierarchical):** | upply Chain Team Leader / Supply Manager (if any) or Logistics Manager / Supply Chain Officer |
| **Reports to (Functional):** | upply Chain Team Leader / Supply Manager (if any) or Logistics Manager / Supply Chain Officer |
| **Job Family:** | Logistics and Supply |
| **Supervises (Function):** |  |

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| **Main Purpose** |
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| Planning and supervising the procurement activities for goods, transport, subcontracted works and services for the project and capital according to **MSF** standards and protocols in order to ensure a transparent and efficient procurement and supplier performance |

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| **Accountabilities** |
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| * Planning and supervising the day to day procurement activities ensuring an efficient implementation of the procurement procedures in the project or capital, ensuring compliance to **MSF** standards and protocols, including but not limited to the following:
	+ Regularly assessing the market for new suppliers to supply the recurrent needs of the mission and seeking products/services that offer the best value for money within the shortest timeframes. Negotiating prices and proposing new suppliers to be validated. Developing and maintaining relations with different suppliers in order to ensure a stable supply of goods or services. Submitting and collecting quotations and tenders following the **MSF** purchasing policy
	+ Submitting and collecting quotations and tenders following the **MSF** purchasing policy and providing updates on "item-supplier" data: price, availability, quality, lead time
	+ Together with the Supply Chain Officer determining the purchase planning according to the incoming requests / orders, product availability (shortages/surpluses), delivery times, budgets and other relevant factors
	+ Coordinating and supervising the purchasers' activity, managing the purchasing budget, and settling advances with the Finance Department
* Coordinating and leading the team under his/her responsibility including the definition of each person's tasks (daily supervision and checking the quality of their work); drawing up working schedule and organizing and leading team meetings
* Supervising, in close coordination with the HR department, the associated processes (recruitment, training/induction, evaluation, potential detection, development and communication) of the staff under his/her responsibility in order to ensure both the sizing and the amount of knowledge required
* Performing delegated tasks according to his her speciality and as specified in his/her job description
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| **MSF Section/Context Specific Accountabilities** |
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| **Requirements** |
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| **Education** | Essential technical diploma in supply chain |
| **Experience** | 1 year in MSF Logistics Department, previous experience in supply chain activities related jobs |
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This job description may be amended in line with the activities or evolution of the Mission.

By signing, the employee acknowledges that he/she has read, understood and accepted this document.

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| **Employee Name/ Surname** |  |
| **Place and date:** |  |

Signature of the employee:

*(To be signed in two copies, one for the employee and one for the employer)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**