

Person Specification: Procurement Specialist

Introduction

At MSI Reproductive Choices, our mission, 'Children by choice, not chance', is at the heart of everything we do. We provide high-quality contraception, safe abortion and post-abortion care services, and work with advocacy to create an enabling environment for safe access for all. All team members must support us in our mission.

We want individuals who believe in our mission and who can clearly describe how and why they feel that what MSI Reproductive Choices does is important. To achieve this, every candidate is given the opportunity to provide their thoughts and opinions on our mission statement in the online application form. We only consider applications from candidates who are aligned with MSI Reproductive Choices mission and vision to eliminate unsafe abortion in the countries where we work .

For this reason, only **fully pro-choice candidates** will be considered for any role within MSI. Please ensure that you read the MSI Reproductive Choices Candidate Pack carefully, prior to applying .

MSI Reproductive Choices is committed to creating an inclusive environment with a workforce which is representative of the communities we serve. We're proud to be an equal opportunities employer and give equal consideration to all qualified applicants without regard to race, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. MSI is committed to safeguarding and promoting the welfare of all team members and clients, with a focus on vulnerable groups. MSI committed to compliance with all fair employment practices including citizenship and immigration status.

Please note this role will be subject to full pre-employment background checks which may include, but is not limited to employment references, right to work verification, adverse financial checks, basic criminal record checks and risk database screening checks.

Key Skills

To perform this role, it is **essential** that you have the following skills:

- **Ability to work in a diverse and inclusive environment** : respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- **Good Communication:** communicates clearly, verbally and in writing across the organisation & across all levels of the business. Can adapt communication to increase impact in different contexts
- **Good Team working:** ability to quickly and effectively build relationships and establish high degree of trust & respect and highly sensitive cross-cultural skills recognising the wide variation in supply chain skills in emerging countries. Empowers team to take action
- **High planning & organising skills:** High level of ability to initiate and lead supply chain tools development to completion and sensitive to change management requirements to ensure successful embedding of new systems within low resource countries. Good at follow-through on projects and initiatives.
- **Strong analytical skills** : can easily translate supply chain KPIs into something an organisation understands and responds to. Strong attention to detail
- **Good problem resolution skills** : recognises the challenges of low resource settings and can respond well with solutions that meet needs of global standards whilst meeting needs of country programmes. Good at

All MSI Reproductive Choices person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Person Specification: Procurement Specialist

testing alternatives to identify an optimum solution

- **Good business / financial acumen.** Commercially astute - can use financial analyses (eg. supply chain P&L, cost & revenue drivers) to understand the financial impact of supply chain decision making

Key Experience

To perform this role, it is **essential** that you have the following experience:

- A wealth of operational experience in supply chain (procurement, demand and supply planning, inventory management), in a regulated industry, preferably healthcare .
- Led and implemented proven supply chain systems improvements with very good understanding of process engineering .
- Good knowledge of sourcing and supplier management, managing forecasting, integrated planning, inventory management, order fulfilment, distribution, and procurement processes and commodity management
- Solid experience driving efficiency and cost reduction, whilst delivering the quality and service standards
- Highly knowledgeable in the development and reporting of supply chain KPIs
- Demonstrable skill and experience in driving long-lasting change and capability enhancements within procurement departments
- Well developed “coaching style” with well-practiced facilitation skills that engender confidence and transfer technical ability into country supply chain teams

It is **desirable** you have the following experience:

- Extremely adept at building senior relationships with to ensure optimal Sales & Operations planning
- Commercial or Not for Profit Supply Chain experience. Manufacturing or Engineering, pharmaceutical background advantageous
- Experience in developing public sector supply chains in low- and middle-income countries

Formal Education/qualification

- Educated to degree level, or equivalent experience (desirable)
- Studying for or completed CIPS or other relevant Supply Chain qualification (highly desirable)
- Regulatory training and trained in Good Distribution / Manufacturing Practice (Desirable)
- Proficient in English (essential) & French (highly desirable)
- IT literate (Microsoft Word, Excel, Outlook, etc) (essential)

All MSI Reproductive Choices person specifications are subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Person Specification: Procurement Specialist

Personal Attributes

MSI Reproductive Choices is dedicated to equal opportunity for all and recognises that every individual is unique. Whilst we always seek to embrace individual differences and celebrate the diversity of our workforce, we also want to ensure that every team member is suited to their role and that they are given the best opportunity to succeed.

The personal attributes described below have been developed in accordance with the job description and other contextual factors relating to the role and are considered **essential**.

For this role, we're looking for an individual who is/has:

- Strong Managerial skills
- Dynamic, creative individual with the ability to show initiative
- Ability to influence and negotiate with colleagues and external parties
- a resilient, flexible and overly positive person
- pragmatic in their attitude with a willingness to adapt plans to changes in circumstances/direction as the strategy or feedback dictates
- actively seeking feedback on performance (both results and behaviours) from various stakeholders in the organisation with a view to continuously learning and growing
- willing to travel up to 20% of the time to geographically challenging locations (noting extremely limited travel expected for 2021)
- able to work efficiently and comfortably in a diverse multinational environment
- able to work with minimal supervision to achieve the objectives of the workplan