

Job Description:

Supply Chain Data Analyst



General role information

Job Title:	Supply Chain Data Analyst
Reporting to:	Senior Supply Chain Manager
Salary Band:	TBC
Notice period:	3 Months
Career Band:	TBC
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No

About MSI Reproductive Choices

At MSI Reproductive Choices we are unapologetically pro-choice. We believe that every woman has the right to make choices about her own body and her own future. As one of the world's leading providers of contraception and safe abortion care, we give women the means to do so. Our team members, working across 37 countries, provide high quality, safe services to women, when and where they need them. Because when a woman can determine her own future, she can contribute to creating a better, more sustainable future for everyone.

MSI Reproductive Choices is committed to safeguarding: promoting the welfare and safety of everyone involved in the delivery or receipt of sexual and reproductive health services, especially children, young people and vulnerable adults. We are committed to ensuring diversity, and equality for all within our organisation and encourage applicants from diverse backgrounds to apply. We expect all staff and post holders to share our values and commitments.

The department/team

MSI Group Finance is based in MSI's London Support Office (the Head Office), Conway Street, central London. The Group Finance team comprises:

- The Global Financial Reporting team
- The Donor Reporting team
- Treasury
- Financial Planning & Analysis
- Global Supply Chain

We are in the process of harmonising our supply chain operations as previous supply chain management

All MSI Reproductive Choices job descriptions 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

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has been at a country level. This means where our existing processes and tools result in inefficiencies, we are proactively working to achieve both better supply chain performance in country, but also improved global visibility and planning.

As this new initiative progresses we need to assess and standardise supply chain management in the 37 countries in which MSI operates, therefore it is likely there will be travel required of the role to work hand-in-hand with the local practitioners to build capacity and map, understand and align processes, policies and data management.

The role

The Supply Chain Data Analyst is part of the Global Supply Chain function. This function is a strategic activity within MSI, aimed at ensuring availability of quality products at the right cost in an efficient and effective manner.

The Global Supply Chain department is led by the Global Supply Chain Director and consists of a Procurement Team and Supply Chain Team.

Key Responsibilities

The Supply Chain Data Analyst is responsible for developing and implementing supply chain management improvements, increasing centralised visibility, measuring supply chain performance in country programmes and increasing capacities associated with supply chain management across the organisation.

The Supply Chain Data Analyst will focus on the following areas:

- I. Assessing, analysing and increasing the centralised supply chain orientated data to allow for increased visibility, more informed decision making and a better understanding of our global supplies position
- II. Utilising the afore mentioned data, where relevant, to develop and implement suitable, simple and effective tools to build capacity at country programme level
- III. Responsible for implementing, updating and embedding new policies and procedures to help address deficiencies and gaps in capability at country programme level and their continued maintenance
- IV. Identifying or enhancing necessary policies and procedures required to fulfil all aspects of Supply Chain Management to the expected standard
- V. Assist Regional Supply Chain Advisors with GDP data compliance. Ensuring storage of training data, sessions attended by CPs and onward incidence reporting.

The correct GDP management of medicinal products and healthcare products, (medical devices) relies upon carefully sourced staff. For this reason, this role must be managed by a sufficiently competent employee to carry out pertinent GDP tasks for which MSI are responsible. Individual responsibilities should be clearly understood and met with an ongoing commitment to the prevailing principles of GDP

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Coaching and Building Supply Chain Capability in Country

- I. Work with country programme Supply Chain teams and our regional support networks to diagnose the current state of supply chain performance, identify deficiencies and generate gap analysis reports to improve Supply Chain capability and performance
- II. Identification and implementation of robust corrective actions to address country programme deficiencies
- III. Report deficiencies to the Senior Supply Chain Manager and assist with mid/long-term effective strategies required to address the problem.
- IV. Support countries to adhere to standard supply chain processes (forecasting/planning/quantification etc)
- V. Introduce KPI dashboard, to track performance, drive awareness and use to develop corrective action plans to continuously improve performance.
- VI. Ensure countries are made “system-ready” prior to implementation of any new systems
- VII. Build capability so that country programmes are better positioned to receive free commodities from local Ministry of Health

Support the Senior Supply Chain Manager and Regional Supply Chain Advisors in the specifying, development and implementation of a Global Inventory Management and Finance System

- I. Support the Senior Supply Chain Manager in identification of data requirements for the system whilst defining key processes that will support the gathering of such data
- II. Support the UAT aspects, roll out and implementation of a suitable inventory management system

Represent the department

- I. Represent the supply chain function on multidisciplinary teams & projects to provide feedback on country supply chain trends/insights to highlight opportunities
- II. Work closely with the Commercial Sales team to assess forecasting data and consumption trends to advise against projected stock-outs, over stocking and help Country Programmes place appropriate orders with manufacturers.
- III. Collaborate with regional operations team to ensure supply chain initiatives are championed and multi-stakeholder feedback is taken onboard and responded to

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

Please read this document in conjunction with the Person Specification for the role.

Signature

By signing below, you indicate that you have read and agree to this job description.

Full name:

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Signature:	
Date:	