

# Job Description:

## Procurement Specialist



### General role information

Job Title:	Procurement Specialist
Reporting to:	Global Supply Chain Director
Salary Band:	17
Notice period:	3 Months
Career Band:	4
Budget Responsibility?	No
Direct Reports?	Yes
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
- Global Information Services

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

[recruitmentinbox@msichoice.org](mailto:recruitmentinbox@msichoice.org)

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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 team works across all of our Country Programmes to impart best practice on all international procurement and supply chain operations but further to that, to build capacity throughout our network.

### The role

The Procurement Specialist will lead the Global Supply Chain (GSC) Procurement team and support the London Support Office (LSO) through a major transformation and improvement programme.

There is significant need for a more effective management of product supplies across the organisation and to improve collaboration with our suppliers which include donor organisations.

Close engagement with other stakeholders (Regional and Country Directors, in-country procurement and supply chain teams) to gain their support and advocacy is essential. Currently data is at a premium in MSI but indicatively there is an annual direct spend in the region of £20-£30 million. However, many commodities are sourced free of charge from donors via multiple, complex and often not very transparent processes.

This role will be at the forefront of developing new procurement procedures for the London Support Office to adopt as well as overseeing the centralised international order process and Commercial Sales process.

### Key Responsibilities

#### General:

- Work with the appropriate stakeholders in the organisation to define, implement and run cross-functional processes.
- Work with the Global Supply Chain Director to manage the transformation of the organisation to Global Supply Chain best practices including the introduction of LSO support.
- Contribute to the Global Supply Chain strategy and ensure the team continuously strives to achieve their annual OGSMs.
- Lead and contribute to the Continuous Improvement initiatives throughout the Global Supply Chain team.

#### Commercial Sales/Regulatory and Compliance

- Work with the Supply Chain data from our CPs to inform and advise strategies to maximise ordering efficiencies and avoid unnecessary stock-outs.
- Advise of any unforeseen events that would cause a delay to the ordering process or deliveries.

#### Procurement:

- Ensure our LSO team follows the procurement policy and in-line with GDP practices.
- Build in SLAs that the LSO order team can monitor and report on.
- Strive to increase efficiencies within the team and mitigate against the unnecessary workload and

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communication that occurs with our CPs.

- Build self-service style training and resources for our CPs.
- Develop guidance for centralised procurement for the LSO which includes central oversight, technical assistance, rules for conducting procurement centrally and boosting the utilisation of frameworks across the organisation.
- Adopt the new SOPs related to the GDP programme as appropriate (noting the priority is to get the LSO “control tower” in place first).

### Quality Assurance:

- 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.

### Reporting and Risk Management:

- Contribute to, participate in or conduct annual risk management assessments associated with supply risks from our Global supply base. These should include all procurement and supply chain related risks including the failure to supply through to Modern Slavery risk.

### Represent the department

- Represent the supply chain function on multidisciplinary teams & projects to provide feedback on country supply chain trends/insights to highlight opportunities .
- Collaborate with regional operations team to ensure procurement and supply chain initiatives are championed and multi-stakeholder feedback is taken onboard and responded to appropriately.

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:**

**Signature:**

**Date:**

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