

JOB DESCRIPTION

Job title:	Procurement Coordinator	Location:	London, UK
Department:	Operations	Length of contract:	Indefinite
Role type:	National	Grade:	9
Travel involved:	Up to 40%	Child safeguarding level:	4, low risk
Reporting to:	Line manager: Director Global Operations Support and Asia	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence. Our areas of expertise include: disease prevention, diagnosis and treatment; disease control and elimination; systems strengthening; research, monitoring and evaluation leading to best practice; behaviour change communication; national and international advocacy and policy development.

Role Background

Across 11 countries Malaria Consortium plans for, sources and delivers approximately £20m of supplies and services annually, which are largely procured locally, with some exceptions for drugs, medical equipment and vehicles for which the procurement is managed globally. To support this Malaria Consortium maintains global strategic supplier agreements for relevant supplies and services, with each country maintaining local strategic supplier agreements as relevant.

Job purpose

This role works with Malaria Consortium country offices on planning, sourcing and delivering the right quality products on time at value for money, through technical guidance and coordination. The role directly supports country procurement forecasting and planning, setting up of long-term

supplier agreements, generating and using procurement information to optimise the organisation's procurement.

Scope of work

Provide practical guidance and where necessary high level advice to Malaria Consortium country offices in defining and delivering on procurement strategies that meet the country programme needs. This includes setting up of long-term supplier agreements, reviewing and supporting large national purchases including reviewing tender purchase contract documents, supporting countries to develop procurement plans, providing procurement advice and support including on Procurement Policy and tools. It is responsible for reviewing and recommending updates to the Procurement policy and tools, and conducting capacity and gap analyses with associated training and recommendations. This role also manages, continually improves and supports Malaria Consortiums procurement IT system (currently Microsoft Dynamics NAV). The role will work with the Global Supply Chain Coordinator to deliver on all global and international procurements for Malaria Consortium.

Key working relationships

The Procurement Coordinator will work directly with country operations and procurement staff, finance staff and budget holders to support in the effective and efficiently delivery of supplies and services. This will include liaison with Global, Regional, Country and Field staff on policy and coordinated support efforts. The role will be the main focal point for the procurement IT system. The post holder will be a named 'Responsible Person' under Malaria Consortiums Good Distribution Practice (GDP) Licence held by the Medicines & Healthcare products Regulatory Agency (MHRA), and will work with the Global Supply Chain Coordinator to ensure GDP policy adherence and MHRA compliance.

Key accountabilities

1. Country Procurement Process Technical Support (35%)

- Provide technical advice and guidance to country offices to help them develop and utilise country procurement strategies
- Advise country offices on where and how to set up long term supplier agreements based on their procurement strategies
- Assist country offices in developing and consolidating project procurement plans and ensuring they are regularly updated and referenced to enable good procurement and delivery
- Annually review and recommend updates to the Malaria Consortium Procurement Policy to ensure it is fit for purpose for the organisational scale and scope and is compliant with relevant donor regulations
- Review organisational procurement capacity and provide advice and guidance on resource, lead time, quality and value for money improvements
- Conduct regular in-country and online awareness, feedback and training exercises on Malaria Consortiums procurement processes and tools to strengthen MCs internal procurement capacity
- Maintain the Procurement sections of the Malaria Consortium Intranet

2. Procurement (30%)

- Provide technical guidance to Malaria Consortium Country offices to conduct large and complex procurements as requested, including defining specifications, generating or reviewing Request for Quotations (RFQ), Requests for Proposal (RFP) and Purchase Contract documents, and supporting contract negotiations
- Lead on all UK based tenders, chairing the UK Procurement Review Committee and ensuring value for money and Procurement Policy compliance
- Manage all global Framework Agreements for Malaria Consortium, including for insurance, freight and flights
- Review and approve Procurement Waivers, Sole Source Waivers and Contract Extensions as per the Procurement Policy
- Support senior leadership with commercial negotiation and supplier relationship management

3. Procurement IT System Support (30%)

- Manage, continually improve and support Malaria Consortiums procurement IT system, including collating user feedback and working as the focal point for MC with the procurement IT system provider on enhancements that can be achieved within the existing support contract
- Provide regular refresher trainings to all relevant staff
- Generate, regularly review and update relevant procurement IT system documentation (including good practice guidance, FAQs and flow charts) and share with all relevant staff
- As the focal point manage the procurement IT system support provider to ensure timely resolution of any issues
- Manage and periodically review procurement IT system support contracts, including software licences, and ensure that all invoices are paid on time
- Work with the procurement system IT provider to create and generate relevant procurement reports and ensure that country procurement leads have access to, understand and use these reports to support strategic procurement, policy and value for money decision making
- Periodically review the procurement IT system and the external market to understand if upgrades/system changes can/should be considered. If procurement IT systems upgrades/changes are approved, lead on the design and rollout of any new procurement IT system

4. Good Distribution Practice (5%)

- Be a Malaria Consortium designated 'Responsible Person' and, with the Global Supply Chain Coordinator, be a focal point for the UK MHRA compliance queries and audits to maintain the GDP Wholesale Distribution Authorisation (WDA-h) licence

Person specification

Qualifications and experience:

Essential

- A recognised qualification in Procurement
- Experience in working in a procurement role in an international organisation
- Experience with writing high value Requests for Proposal and Purchase Contract documents
- Experience in managing international procurement, ensuring pharmaceutical quality assurance, incoterms,
- Excellent IT literacy (especially MS Excel, Outlook)

Desirable

- A CIPS (or equivalent) qualification
- Experience with using Microsoft Dynamics NAV or another procurement IT system
- Experience in working in a procurement role in one or more countries in Sub Saharan Africa
- Experience of working in a procurement role in an international NGO
- Experience with international pharmaceutical procurement and delivery Knowledge of Good Distribution Practices compliance, including UK and EU regulations, WHO and Global Fund prequalification processes
- Experience in managing freight booking and planning, import duty exemptions and customs clearance

Work-based skills:

Essential

- Ability to communicate effectively (written and oral) in English
- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
- Strong MS Excel skills

Desirable

- Strong interpersonal and communication skills
- Ability to communicate effectively (written and oral) in French and / or Portuguese

Core competencies:
Delivering results
<p>LEVEL C - Supports others to achieve results</p> <ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets. ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
<p>LEVEL C – Works confidently with complex data to support work</p> <ul style="list-style-type: none"> ✓ Interprets complex written information ✓ Works confidently with data before making decisions: for example; interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
<p>LEVEL C - Adapts communications effectively</p> <ul style="list-style-type: none"> ✓ Tailors communication (content, style and medium) to diverse audiences ✓ Communicates equally effectively at all organisational levels ✓ Understands other’s underlying needs, concerns and motivations and communicates effectively in sensitive situations ✓ Resolves intra-team and inter-team conflicts effectively
Collaboration and partnering
<p>LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks</p> <ul style="list-style-type: none"> ✓ Builds strong networks internally ✓ Participates actively in external networks and/or think tanks. ✓ Engages with relevant experts to gather and evaluate evidence ✓ Shares and implements good practice with internal and external peers
Leading and motivating people
<p>LEVEL B - Manages own development and seeks opportunities</p> <ul style="list-style-type: none"> ✓ Actively manages own development and performance positively ✓ Learns lessons from successes and failures ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise
Flexibility/ adaptability
<p>LEVEL C - Supports others to cope with pressure</p> <ul style="list-style-type: none"> ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
<p>LEVEL B - Promotes Malaria Consortium values amongst peers</p> <ul style="list-style-type: none"> ✓ Shows a readiness to promote Malaria Consortium’s values amongst peers ✓ Promotes ethical and professional behaviour in line with Malaria Consortium’s values
Strategic planning and thinking and sector awareness
<p>LEVEL B - Is aware of others’ activities and vice versa in planning activities</p> <ul style="list-style-type: none"> ✓ Takes account of team members and others workload when planning ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other’s activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works