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| **Title:** | PURCHASING OFFICER | |
| **Generic Function:** | SUPPLY ACTIVITY OFFICER | |
| **Code:** | LT03602 | |
| **Level:** | 5 | **(E)** |

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

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| **Main Purpose** |
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| Performing the day to day purchasing activities in a particular supply office (coordination or project level) according to **MSF** protocols and standards in order to ensure an optimal running of the mission/ project |

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| **Accountabilities** |
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| * Performing on a day to day basis the purchasing activities of a supply office, analyzing market sources and competitive pricing conditions among different suppliers in order to ensure an ongoing supply of goods, following the procurement procedures and according to **MSF** standards and protocols. Including the following activities:   + Constantly assessing the local market, seeking products and suppliers that offer the best value for money and negotiating prices in order to guarantee the best quality and pricing for **MSF** goods and commodities. Regularly updating the supplier-item-price data on the supply office and informing the Supply (Activity) Supervisor / Logistics Supervisor of all information or modifications to the data i.e. price, address, items available   + At the request of the line manager, obtaining different quotations from suppliers according to the **MSF** Purchasing policy and placing purchase orders to pre-selected suppliers with whom prices have been agreed   + Requesting invoices or receipts, without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval   + Managing the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders), managing advances issued by the Finance Department, etc. Updating information on purchase lists after purchases are made   + Assisting in reception control process with the storekeeper * Performing delegated tasks according to his / her activity 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, secondary education; commerce related studies desirable |
| **Experience** | At least 2 years' experience in supply chain related jobs |
| **Languages** | Essential mission working language and local language |
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| **Competencies** | * Results and Quality Orientation **L1** * Teamwork and Cooperation **L1** * Behavioural Flexibility **L1** * Commitment.to MSF Principles **L1** * Service Orientation **L1** * Stress Management **L2** |

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.**