

JOB DESCRIPTION

Job title:	Research Procurement Coordinator	Location:	London/Abuja/Kampala
Department:	Operations	Length of contract:	2 years
Role type:	National	Grade:	9
Travel involved:	Up to 20%	Child safeguarding level:	4
Reporting to:	Line manager: Procurement and Supply Chain Manager with dotted line to Senior Research Advisor	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 its 11 countries, Malaria Consortium plans for, sources, and delivers a wide range of research supplies and services. This includes facility/office running, fleet management, research materials and services to support large scale trainings, coordination meetings and workshops, national and subnational information dissemination (media services, publications), travel services, freight services and research supplies. Research supplies include small bespoke products to support operational research of new ideas, as well as small and large drug and laboratory commodity purchases to support research projects. This work crucially involves the procurement of specialist research service suppliers, ranging from service contracts, framework agreements to longer term academic partnership agreements, often with associated data sharing agreements and linked to specific study protocols.

Job purpose

This role is to support the global research team and Malaria Consortium country offices with planning, sourcing and delivering the right quality products and services to support research activities. This needs to be done on-time, and with value for money, through remote support and field visits that

enable detailed understanding of legal and regulatory requirements in relation to research (e.g. ethics and data processing regulations), research needs, local markets and import processes/exemptions, as well as through information analysis to optimise Malaria Consortiums research procurement globally.

Scope of work

Support Malaria Consortium global and country office research teams in defining and delivering on their research procurement strategies, where appropriate reviewing and supporting national research procurement tenders, ensuring all countries have updated research procurement plans that are regularly referenced, support the setup of appropriate agreements, providing research procurement advice and support including on Procurement Policy matters, provide analyses to support time and resource decisions. It will also include leading on all international research procurements for Malaria Consortium.

Key working relationships

The Research Procurement Coordinator will work directly with global and country Research and Operations staff, finance staff and budget holders to support in the effective and efficient delivery of research supplies and services. This will include liaison with HQ and Regional staff and country operations staff. This role will also include a close working relationship with the Malaria Consortium's Supply Chain Coordinator and Data Protection Officer based in London.

Key accountabilities

1. Research Procurement Leadership (30%)

- Regularly review, update and maintain compliance of the Malaria Consortium Procurement Policy to ensure it is fit for purpose for the organisational scale and scope. This document will sit across the Malaria Consortium Research Policy and Procedure document and Malaria Consortium broader Procurement Policy.
- Support global and country research staff in developing and using their research procurement strategies per product and service category utilising data from the procurement IT system, the finance system and other reports
- Review Malaria Consortium research procurement data and reports, and provide advice and guidance on how they can improve on procurement resource and supplier management, and product and services lead time, quality and cost
- Support global and country research teams in developing and consolidating research procurement plans and ensuring they are regularly updated and referenced
- Support global and country research teams in setting up appropriate short and long term supplier agreements based on their procurement strategies, and in compliance with Malaria Consortium research procurement processes
- Identify and highlight any inefficiencies in implementation of the Malaria Consortium Research Procurement Policy and associated tools and that there is donor compliance.
- Conduct training on Malaria Consortium's procurement processes and tools

2. Procurement (30%)

- Provide advice to Malaria Consortium global and country research teams with running large research procurements, including supporting the design of Requests for Proposal and Contract documents, and assisting contract negotiations while ensuring compliance with Malaria Consortium research processes
- Lead on all international research procurements, including of medical and laboratory supplies, and including sourcing and selecting freight options and working with country operations and the Supply Chain Coordinator to decide on and manage delivery incoterms and import processes, including import duty waivers

- Lead on all UK based research tenders, participating in the UK Procurement Review Committee and ensuring value for money and Procurement Policy compliance
- Setup and monitor global Research Framework Agreements for Malaria Consortium
- Supporting global teams with associated material and data sharing agreements, liaising with the Data Protection Officer and legal counsel as required

3. Research Procurement Systems (25%)

- Lead on providing support and training on Malaria Consortiums current procurement system including: Microsoft Dynamics NAV, including user support, distance and in-country training, and fix and enhancement support with the system provide

4. Research Supply Chain Coordination (15%)

- Overview of the Research Supply Chain function and provide guidance to the Supply Chain Coordinator to ensure effective management of Malaria Consortium country offices and warehouses in support of research activities

Person specification

Qualifications and experience:

Essential

- A recognised qualification in Procurement
- Experience in working in a research procurement role in an international organisation
- Experience in supporting supply chain management

Desirable

- A CIPS qualification
- Experience with using Microsoft Dynamics NAV or another procurement IT system
- Experience of working in a research procurement role in an international NGO
- Experience with the procurement of medical and laboratory supplies and pharmaceuticals
- Knowledge of Good Distribution Practices, including EU regulations and WHO guidance
- Experience working with third party freight companies and import processes
- Experience working with a procurement service provider
- Experience working on data protection issues and with data protection regulations.

Work-based skills:

Essential

- Experience of solving complex issues through analysis, definition of a clear way forward and ensuring buy in
- Strong MS Excel skills
- A commitment to Malaria Consortium's mission and values

Desirable

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

Core competencies:
Delivering results
LEVEL C - Supports others to achieve results <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
LEVEL B - Uses evidence to support work <ul style="list-style-type: none"> ✓ Identifies and uses various sources of evidence and feedback to support outputs ✓ Uses evidence to evaluate policies, projects and programmes ✓ Identifies links between events and information identifying trends, issues and risks ✓ Ensures systems are in place to address organisation needs
Interpersonal and communications
LEVEL C - Adapts communications effectively <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
LEVEL C - Builds strong networks internally and participates actively in external networks and think tanks <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
LEVEL C - Effectively leads and motivates others or direct reports <ul style="list-style-type: none"> ✓ Gives regular, timely and appropriate feedback, ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develops the skills and competences of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
LEVEL C - Supports others to cope with pressure <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
LEVEL C - Supports others to live Malaria Consortium's values <ul style="list-style-type: none"> ✓ Demonstrates personal integrity by using position responsibly and fairly ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences
Strategic planning and thinking and sector awareness
LEVEL B - Is aware of others' activities and vice versa in planning activities <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