

Job Framework:

PROCUREMENT COORDINATOR



General role information

Job Title:	Procurement Coordinator
Reporting to:	Director, Global Procurement and Supply Chain Operations
Salary Band:	BG5
Notice period:	1 months
Budget Responsibility?	N
Direct Reports?	N
Client facing role?	No

Introduction:

MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.

Today, our organisation has over 9,000 team members working in 36 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centered care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.

The role

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 Procurement Administrator is a new initiative within 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 Director, Global Procurement and Supply Chain Operations and consists of a Procurement Team, Regulatory Team and a newly created Supply Chain Performance Team.

This role involves providing high-level administrative support, maintaining effective office systems, and acting as a point of contact with other teams and departments. The administrator will work closely with the leadership of the Global Supply Chain team to ensure efficient and effective operations, publication of new tools and toolkits and monitoring of commercial opportunities within Country Programmes.

All MSI Reproductive Choices job framework is 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

Key Responsibilities

Administrative Support

- **Meeting Coordination:** Coordinates regular team meetings by confirming agenda items, preparing and distributing meeting minutes, developing presentations, and sharing relevant information before and after meetings.
- **Document Management:** Maintains electronic administrative systems such as SharePoint, mailing lists, and contract databases to ensure accurate and accessible documentation.

Financial Support

- **Purchase Orders:** Manages the creation and approval process for Konducta purchase orders (not the international procurement system), liaising with finance teams to ensure timely invoice payments.

Travel and Event Coordination

- **Travel Arrangements:** Organises travel logistics for team members, including booking flights, securing visas, arranging itineraries, and reserving accommodation.
- **Event Planning:** Coordinates logistics for team events, workshops, and conferences, including venue booking, catering arrangements, and agenda preparation.

IT and Systems Support

- **IT Coordination:** Provides support for IT troubleshooting and liaises with the IT service desk or external service providers as required.
- **SharePoint Management:** Updates and maintains the team's SharePoint site, ensuring documents are well-organised, accessible, and current.
- **Kaya Platform Management:** Oversees the team's training content on Kaya, ensuring materials are structured and accessible. Monitors attendance and compliance.

Compliance and Reporting

- **KPI Tracking:** Maintains a database of key performance indicators (KPIs) and tracks progress against targets in collaboration with the Performance Team.

Business Development

- **Tender Information Management:** Collaborates with Country Programmes to centralise information on public tenders. This includes identifying how tenders are conducted, the responsible authorities, the platforms used for publication, and the individuals managing subscriptions and monitoring.
- **Monitoring and Organisation:** Once information is centralised, supports the organisation and ongoing monitoring of public tender data in coordination with Country Programmes.

Cross-Functional Collaboration

- **Departmental Support:** Provides strong administrative support across all functions within Global Supply Chain (GSC), contributing to the achievement of departmental OGSMs (Objectives, Goals, Strategies, and Measures) and team targets.
- **Collaborative Working:** Facilitates effective cross-functional collaboration by ensuring timely communication, sharing of resources, and alignment of administrative processes to support strategic and operational priorities.

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

Key Skills

To perform this role, it is **essential** that you have the following skills:

- **Ability to work in a diverse and inclusive environment:** respecting and collaborating with all individuals equally, and with a commitment to overcome bias and prejudice
- **Good Communication:** communicates clearly, verbally and in writing across the organisation & across all levels of the business. Can adapt communication to increase impact in different contexts
- **Good Team working:** ability to quickly and effectively build relationships and establish high degree of trust & respect and highly sensitive cross-cultural skills recognising the wide variation in supply chain skills in emerging countries.
- **High planning & organising skills:** High level of ability to initiate and lead supply chain tools development to completion and sensitive to change management requirements to ensure successful embedding of new systems within low resource countries. Good at follow-through on projects and initiatives.
- **Good problem resolution skills:** recognises the challenges of low resource settings and can respond well with solutions that meet needs of global standards whilst meeting needs of country programmes. Good at testing alternatives to identify an optimum solution.

Key Experience

To perform this role, it is **essential** that you have the following experience:

- Significant experience in an administrative or team coordination role.
- Experience in organising events and workshops.

It is **desirable** you have the following experience:

- Commercial or Not for Profit Supply Chain experience.

Formal Education/qualification

- Proficient in English (essential) & French (highly desirable).
- IT literate (Microsoft Word, Excel, Outlook, etc) (essential).

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

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For this role, we're looking for an individual who is/has:

- Dynamic, creative individual with the ability to show initiative
- Ability to influence and negotiate with colleagues and external parties
- a resilient, flexible and overly positive person
- pragmatic in their attitude with a willingness to adapt plans to changes in circumstances/direction as the strategy or feedback dictates
- actively seeking feedback on performance (both results and behaviours) from various stakeholders in the organisation with a view to continuously learning and growing
- able to work efficiently and comfortably in a diverse multinational environment
- able to work with minimal supervision to achieve the objectives of the workplan

Our Values

Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

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

Full Name:

Signature:

Date: