



Procurement & Supply Chain Lead

Candidate Information Pack

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Introduction



This is an exciting time to join UK-Med. We have expanded significantly over the last few years, and have an ambitious strategy in place for growth. Our new Health Director will play a key role in delivering this strategy, and developing of future strategy.

The world is experiencing an unprecedented level of humanitarian need. Natural disasters, disease outbreaks and conflict can hit at any time.

The people affected are often the poorest and most vulnerable and the health problems they experience post-disaster are long-lasting. We believe that they deserve the highest quality emergency healthcare. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

Our strategic objectives address four main problems faced when providing emergency healthcare following a disaster:

- **Emergency response:** There are only a small number of international agencies and WHO verified Emergency Medical Teams capable of responding globally, at speed and scale, to spikes in need.
- **Providing expertise:** There are not enough medical and coordination staff as there are challenges recruiting, retaining and training the numbers required to meet growing need.
- **Raising standards:** The sector lacks consistency and consensus on training and accreditation for international health professionals.
- **Building resilience:** First response and continued support is most effective when provided by health professionals based within the country affected. Significant investment in training for staff is required to achieve this.

We are very excited about our plans to meet these challenges and to grow UK-Med and I hope you will join us on this exciting journey.

David Wightwick
UK-Med Chief Executive Officer

Advert

Role:	Procurement & Supply Chain Lead
Salary:	Negotiable, expected to be in the range £35,000 - £40,000 gross per year
Hours:	Full-time
Duration:	Permanent (Fixed-term options available if preferred)
Location:	UK-Med Office and UK-Med Storage Facility, Manchester/Stockport, UK
Travel:	Frequent travel in UK and some overseas, including weekend working and overnight stays
Deployment:	Required to be available to deploy overseas in support of deployed teams and transport of equipment

Are you an experienced humanitarian supply chain and procurement specialist looking to make a huge impact on surge health responses?

UK-Med provides emergency healthcare support in times of crisis and humanitarian emergencies. Since we formed as a charity in 1995, we have responded in a wide variety of humanitarian emergency settings. We work with other agencies to coordinate the UK Emergency Medical Team (UK EMT) – a national programme deploying healthcare services to sudden onset disasters on behalf of the UK Government and working to WHO standards – as well as deploying independently or in collaboration with other humanitarian NGOs. As we strengthen our response capabilities, we are recruiting a Procurement & Supply Chain Lead to focus on procurement, stock control and supply chain of essential equipment, medical devices and pharmacy, and the dispatch / transport arrangements to make sure it is available for our humanitarian responses.

As Procurement & Supply Chain Lead you will develop a robust supply chain system delivering procurement and movement capacity across our programmes. This will include order processing, procurement, storage, transport and customs compliance. You will bring significant relevant supply chain expertise, either from a significant period working in the sector (5+ years) or a combination of a relevant degree and experience.

We offer a competitive salary and benefits along with a friendly working environment and the opportunity to make a real difference through humanitarian work.

How to apply

To apply, please submit a **current CV and a supporting letter** (2 pages) that includes:

- Full contact details
- Your current pay grade and salary, and your salary expectation in this role
- Where you saw this role advertised
- The basis of your right to work in the UK (e.g. British Citizenship / UK working visa)

Applications must be submitted to recruitment@uk-med.org no later than **Wednesday 15th January 2020**.

Please note, UK-Med can only accept applications from people with an existing legal right to work in the UK and we cannot sponsor visa applications.

About UK-Med

UK-Med (www.uk-med.org)

We train and deploy medical teams and specialists to save lives when epidemics, conflict and natural disasters hit. As disasters grow more frequent, severe and complex there has never been a greater need to respond quickly and effectively. We believe in a world prepared to help.

It started in 1988 with a team of eight Manchester clinicians led by our founder Tony Redmond, when a huge earthquake ripped through Armenia. Teams continued to deploy throughout the 1990's and 2000s, and when Ebola struck West Africa in 2014 UK-Med stepped up. We recruited and trained the one hundred and fifty UK clinicians who worked alongside local medical teams, other NGOs and DfID to bring the outbreak under control.

UK-Med has deployed teams to a range of countries and crises including Cape Verde, China, Gaza, Haiti, Bosnia and Herzegovina, Indonesia, Jordan, Kosovo, Pakistan, the Philippines, Sierra Leone and Bangladesh. Our teams have undertaken a range of work on deployment including general medical care, trauma and surgical care, outbreak response and training of local healthcare staff.

The UK EMT

The UK Emergency Medical Team (UK EMT) provides high quality emergency health care solutions in a range of humanitarian contexts on behalf of the UK Government. The programme is led by the Department for International Development (DFID) and works under the guidelines of the WHO Classification and Minimum Standards for Medical Teams in sudden onset disasters. We recruit and train teams of UK-based clinicians, normally released for three weeks at a time by NHS employers. At any time, we have a team of sixty clinicians on call who are ready to respond to disasters anywhere in the world within twenty-four hours.

We can respond following earthquakes, cyclones, hurricanes, disease outbreaks or to other humanitarian contexts. Depending on the needs, we might deploy individual personnel, small clinical or advisory teams, self-sufficient primary care facilities or a field hospital including surgical team and inpatient facilities.

UK-Med Vision, Mission and Values

Vision

Disaster affected populations have equitable access to high quality health outcomes

Mission

To provide high quality essential health care in response to natural and man-made disasters

Values

- Professional – we will seek to ensure our interventions are guided by the highest professional standards and that we deliver high quality programming and assistance
- Accountable – we will strive to be transparent and accountable to our patients, wider beneficiaries, partners and donors
- Collaborative – we will coordinate effectively and actively seek to collaborate with and support other actors
- Effective – we will ensure our interventions are timely, based on robust evidence and reasoning and attain the best possible outcomes
- Flexible – we will ensure UK-Med remains a quick decision maker, attuned to changes in circumstances and able to make the rapid adjustments necessary
- Altruistic – we will ensure UK-Med and volunteers retain the humanitarian imperative at the heart of their work and planning

The Procurement & Supply Chain Lead Role

The Procurement & Supply Chain Lead will be central to the ongoing development of UK-Med's logistics and programmes activities. Specifically, we expect the focus of the work to be:

- The creation of a robust supply chain system – sourcing, storing and supplying resources as required across UK-Med's programmes
- Technical input on the review of the procurement processes, and where appropriate making recommendations and lead on the drafting of any new procedures/guidelines in line with UK-Med programmes needs and donor requirements (e.g. OFDA, ECHO, DFID).
- Develop transport and movement capacity for equipment, medical consumables and pharmacy within the UK and abroad to support programme needs
- Work alongside colleagues to develop and deliver the planning, systems and support required to implement the logistics capability for our programmes and trainings teams and partners.

You may be called upon to work in a range of locations and environments routinely in the UK and occasionally abroad. The type and nature of the work you will be required to undertake will be varied. From practical activities at UK-Med's warehouse in Stockport, supporting our medical logisticians at the UK EMT warehouse in Gloucestershire, or supporting WASH planning and delivery; through to procurement, supply chain and logistics system development from our office in Manchester. You will be required to support outdoor training or simulation activities in the UK as well as capacity building or exercises abroad. Weekend work will sometimes be required.

The role also has an emergency response capacity and travel may be required to support UK-Med's deployed clinical team / equipment with the logistics functions in the field.

Job Description

Job Title	Procurement and supply chain lead
Reports to	Logistics Manager
Duration	Permanent
Hours	Full-time (part-time and/or flexible working possible)
Place of work	UK-Med Office, Manchester, UK UK-Med warehouse Stockport, UK
Purpose of role	
The creation of a robust supply chain strategy and system to deliver effective procurement and movement capacity across all UK-Med's programmes	
Key responsibilities	
Supply Chain	
1	Develop a supply chain and procurement system that underpins delivery of all UK-Med's programmes in line with the organisational vision, mission and strategy
2	Act as the main subject matter expert for supply chain management
3	Review UK-Med's current supply chain systems and lead on their updating and development, and then implement a continuous improvement approach incorporating lessons learned
4	Establish an overall supply chain strategy which actively identifies, prioritises, evaluates, and manages procurement needs and opportunities in line with key donor guidelines (e.g. OFDA, ECHO, DFID)
5	Lead on the management and development of UK-Med's existing electronic stock control system (mSupply); Act as subject matter expert and focal point for the system's use, training and development among the logistics and wider UK-Med team
6	Manage all supply chain activities for the logistics team including order processing, procurement, and UK and International transport and customs clearance
7	Act as the technical reference and support to the logistics team for all supply chain issues, providing coaching and mentoring for the logistics staff and others to perform the procurement and supply chain functions.
8	Develop a strategy and the procedures to support the timely movement of equipment, medical devices, cold chain and pharmacy in emergencies to support any UK-Med or UK EMT deployment
9	In emergencies actively participate in the preparation of and dispatch of equipment. Where necessary act as home logistics lead in line with UK-Med's deployment SOP
10	Develop a functional resupply strategy to rapidly restock kits while on active deployment and replace kits after the deployment has ended

11	Lead on the monitoring and evaluation of all UK-Med supply chain activities, particularly the lessons learned from deployment
12	Plan, coordinate and supervise the daily activities of the supply functions of UK-Med and define their level of priority, implementing the procedures outlined within the policy
13	Ensure that all procurement procedures are effectively followed by the wider team in compliance with UK-Med's protocols, standards and procedures
14	Coordinate communication lines and functional links, between supply chain and all UK-Med departments
15	Collaborate with any internal audits, to identify areas of weakness and ensure controls are put in place
16	Lead on the planning and delivery of supply chain and procurement training for UK-Med staff, consultants and volunteers
17	Develop contacts and a network of humanitarian logistics agencies / organisations to support development of UK-Med's supply chain in preparedness and whilst on deployment
Other Duties	
18	When required, to support and undertake delivery of the practical and administrative non-emergency logistics planning and activities: kit and equipment maintenance, warehousing, communications, WASH, cold chain, stock control, transportation
19	Utilising any additional logistics experience or knowledge you may possess, contribute with the planning and delivery of relevant logistics training to UK-Med staff, register members or UK EMT partners
20	Present to external audiences at sector conferences, workshops, donor events etc.
21	Contribute to the development of technical proposals and budgets for new programmes of work. Present to external audiences at sector conferences, workshops, donor events etc.
22	Comply with all policies and procedures, including safeguarding and health and safety
23	As required deploy abroad to support both capacity building or training activities or emergency responses
24	Other tasks as might be required to ensure effective delivery of UK-Med projects and programmes of work

Person Specification

Procurement and Supply Chain Lead

Qualifications / Professional Memberships		
1	Degree with specialisation in procurement / supply chain / logistics	Desirable
2	Other relevant qualifications, accreditation or training	Desirable
Knowledge, Skills and Experience		
3	Significant experience / expertise in supply chain management (anticipated to be at least 2 years' experience for people with a relevant degree or at least 5 years for those without)	Essential
4	Good knowledge base of global sourcing and procurement strategies, tactics, processes, procedures, and systems	Essential
5	Understanding of procurement and supply chain functions within international NGOs at both base and field level	Essential
6	Highly organised and skilled in prioritisation of work	Essential
7	Excellent communication skills including excellent English Language, both written and oral	Essential
8	Strong negotiation skills	Essential
9	Very strong computer skills including proficiency with MS Word and MS Excel as a minimum	Essential
10	Knowledge or experience working with electronic stock management systems	Desirable
11	Experience of supervising / managing staff	Desirable
12	Experience of base of operations and field logistics planning and delivery across a range of humanitarian contexts	Desirable
13	Experience of working in insecure environments	Desirable
14	Experience of management and movement of temperature sensitive (cold chain) goods	Desirable
Personal Attributes		
15	Flexible and adaptable with the ability to respond to changing situations	Essential

16	Works well with colleagues both internally and externally and takes a collaborative approach	Essential
17	Strategic thinker; able to identify gaps and opportunities	Essential
18	A creative problem-solver	Essential
19	A good decision-maker, able to take effective, considered and timely decisions by gathering and evaluating relevant information	Essential
20	Works independently within area of responsibility and knows when to involve others	Essential
21	Applies technical and professional expertise to the highest standards	Essential
22	Willingness to work some weekends and evenings to contribute to deployment preparedness if required	Essential
23	Willingness to deploy with UK-Med overseas deployments as required	Essential
24	A willingness to undertake frequent travel and work in insecure areas	Desirable

Key terms and benefits

Salary:	Negotiable, expected to be in the range £35,000 - £40,000 gross per year
Working hours:	You will be required to work the hours as are necessary for the proper discharge of the duties with the notional requirement being 35 hours per working week. Work will normally be undertaken in office hours, Monday to Friday, but some weekend and evening working will be required.
Annual Leave:	25 days per year plus 8 public holidays
Pension:	10% employer contribution, with 5% employee contribution to a specific defined contribution scheme
Deployment:	You may be expected to travel in support of our international programmes of work
Safeguarding:	To ensure the suitability for the role’s work with both adults and children, an assessment of suitability to work with these groups may be completed which may include an DBS / police checks. Where a role requires this, suitability for this work is a condition of employment.
Professional requirements:	Membership of professional bodies is not a requirement but may be an advantage
Term of contract:	Permanent

UK-MED

Building a world
prepared to help