



Senior Procurement Officer / Senior Buyer

Candidate Information Pack

December 2022

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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.

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 medical aid. We seek to save lives, but also to build resilient health systems so that people can lead healthy lives in the future.

At UK-Med, we work together to:

- **Respond** rapidly to emergencies, delivering the expertise needed to support local health services and save people's lives.
- **Prepare** health staff through training and capacity building, enabling health services to be better prepared for emergencies.
- **Learn** and share learning worldwide through our academic partners, ensuring patients get the best care.

This is a pivotal time in our history to join UK-Med. At the end of February 2022, we received the first of many calls asking for help with the crisis in Ukraine. We now have programmes across Ukraine including surgical support, health clinics, and emergency preparedness training. More than 10,000 people have already received direct support or training from UK-Med as a result.

In June 2022, we were awarded EMT (Emergency Medical Team) status by the World Health Organization. A month later, we were formally appointed to provide EMT services for the UK government. As such we are at the front line of the Foreign, Commonwealth and Development Office's response to humanitarian crisis and can also respond to any crisis, anywhere in the world, under our own banner.

We are very excited about our plans and hope you will join us on this extraordinary journey.

David Wightwick

UK-Med Chief Executive Officer

Advert

Role:	Senior Procurement Officer / Senior Buyer
Hours:	Full-time (Part Term considered)
Remuneration:	£35,000 - £40,000 gross annual
Duration:	Permanent
Location:	UK-Med storage facility, Stockport, UK (Hybrid working available)

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

UK-Med is a frontline medical aid charity. Born of the NHS, we've been working for over 30 years towards a world where everyone has the healthcare they need when crises or disasters hit.

We are recruiting a Senior Procurement Officer/Senior Buyer to undertake a number of tendering exercises.

You will lead in putting in place multi-year contracts or frameworks for organisational critical goods and services across a variety of categories.

As Senior Procurement Officer / Senior Buyer you will liaise with internal stakeholders and will lead on ensuring appropriately detailed specifications, donor compliant tender process and strong contracting.

You will bring significant relevant humanitarian procurement expertise, either from a significant period working in the sector (expected to be at least 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:

- A detailed explanation of your suitability for this post with **specific reference to the essential criteria** in the person specification
- Full contact details
- Your current pay grade and salary, and your salary/fee expectation in this role
- Where you saw this role advertised

Applications must be submitted through our [online jobs portal](#) no later than **Friday 06th of January 2023**

UK-Med is committed to safeguarding of our personnel and beneficiaries and has a zero tolerance approach to sexual exploitation and abuse. We conduct thorough vetting before any appointment is confirmed.

UK-Med is committed to the principles of diversity, equality, and inclusion. We strive to provide an inclusive and supportive environment where employees feel respected and supported to be able to fulfil their potential.

Applications for work in the UK can only be accepted from people with an existing right to work in the UK.

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 Foreign, Commonwealth and Development Office (FCDO) 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

People affected by epidemics, conflict and natural disasters receive high-quality emergency medical care.

Mission

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

Values:

Excellence – The emergency medical care and training we provide is of the highest standard, recognised by both the World Health Organisation and UK government.

Accountable – Our patients, colleagues, partners and donors are at the core of what we do.

Professional – We work to professional standards and interact in a professional manner.

Collaborative – We work with partners and other medical teams to ensure people affected by disasters receive the best possible care.

Effective – We work where the need is greatest, adapting our actions to the specific context.

Altruistic – Saving lives and alleviating suffering is our drive.

About the role

Since early 2020, UK-Med has delivered an unprecedented number of responses, particularly supporting the WHO, FCDO and other INGOs to deliver specialist technical support to countries affected by COVID-19. We are also working toward classification of our own capability with the WHO as an Emergency Medical Team (type 1 fixed and mobile) (<https://extranet.who.int/emt/>)

As our responses grow more frequent and complex, these activities require considerable supply chain support to facilitate.

UK-Med's procurement capability is growing to cope with the expanding organisational requirements. Our new Senior Procurement Officer / Senior Buyer will be central to implementing long term supplier contracts in support of the development of UK-Med's wider activities. Specifically, we expect the focus of the work to be:

- Work alongside colleagues to develop and deliver the required tender activity for our programmes, training, teams and partners.
- Ensuring all tenders are undertaken in a donor compliant manner.
- Developing robust long-term contracting with these organisationally critical suppliers.

The role will primarily be based in the UK and will require some attendance at our storage facility in Stockport, with flexibility for Hybrid working.

Job Description

Job Title	Senior Procurement Officer / Senior Buyer
Reports to	Logistics Manager
Duration	Permanent
Hours	Full-time
Place of work	UK-Med storage facility, Stockport, UK (Hybrid working available)
Purpose of role	
To deliver the tendering programme required to set up long term contracts with organisationally critical suppliers in a donor compliant manner to support UK-Med activity across all departments. Support with lower value procurements.	
Key responsibilities	
Procurement	
1	Undertake high value strategic procurements on behalf of the organisation
2	Ensure processes and procedures are robust to meet donor requirements of other key donors UK-Med may look to engage with in the future and that the Procurement team are aware of these and how to implement them.
3	Ensuring that all Supplies, services, and equipment's required are delivered in time.
4	Work to deliver the tenders timetable
5	Work closely with relevant stakeholders to ensure accurate specifications
6	Attend all the procurement committee meetings
7	Ensuring that a transparent and responsive procurement process is implemented and maintained.
8	Ensure appropriately robust contracting is in place
9	Ensuring donor safeguarding requirements are reflected in all supplier processes
10	Support with lower value procurements
11	Provide an effective procurement service to internal stakeholders

12	Provide cover for other procurement team members
13	Coordination with Finance, Admin, and program departments to ensure integrated internal controls, timely payment of vendors and full, auditable support documentation.
14	Routine communication, coordination, and planning with the relevant requesting staff / programs regarding the order and delivery of supplies
15	Establishment and maintenance of ethical, professional working relationships with suppliers.
16	Maintain supplier information for regularly purchased items, and be informed of current local market conditions
17	Advise the Logistics Manager of procurement-specific issues or improvements.
18	Any other duties or tasked delegated by Logistics Manager
Safeguarding	
1	To comply with and uphold UK-Med safeguarding policies (including child protection, prevention of sexual exploitation and abuse, bullying and harassment) and all Codes of Conduct.
2	To report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion.
General duties	
3	To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy.
4	To comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery.
5	To support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts.
6	To comply with all health and safety policies and procedures
7	To undertake training and comply with vetting and health requirements (including CRB / police checks, referencing, health screening and vaccination requirements) appropriate to the role as specified by UK-Med.
8	To treat all people including colleagues, patients and other beneficiaries, volunteers, partner staff and the general public with respect and ensure their dignity in interactions with you and UK-Med.
9	Other tasks as might be required to ensure effective delivery of UK-Med deployments, projects and programmes of work

Person Specification

Senior Procurement Officer / Senior Buyer

Qualifications / Professional Memberships		
1	Chartered Institute of Procurement and Supply Level 4 qualification or extensive experience of humanitarian procurement or equivalent	Essential
Knowledge, Skills and Experience		
2	Experience in procurement in the humanitarian sector	Essential
3	Good knowledge of tendering across a variety of categories	Essential
4	Experience undertaking procurements in compliance with key donor guidelines (e.g. OFDA, ECHO, FCDO)	Essential
5	Excellent communication skills including excellent English Language, both written and oral	Essential
6	Strong negotiation skills	Essential
7	Very strong computer skills including proficiency with MS Word and MS Excel as a minimum	Essential
8	Contract law experience or qualifications	Desirable
Personal Attributes		
9	Flexible and adaptable with the ability to respond to changing situations	Essential
10	Works well with colleagues both internally and externally and takes a collaborative approach	Essential
11	Self-motivated and able to work with minimal supervision.	Essential
12	A creative problem-solver with excellent attention to detail	Essential
13	A good decision-maker, able to take effective, considered and timely decisions by gathering and evaluating relevant information	Essential
14	Works independently within area of responsibility and knows when to involve others	Essential
15	Applies technical and professional expertise to the highest standards	Essential
16	Able to prioritise workload and manage competing deadlines.	Essential

17	Ability to travel internationally to any of the UK-Med response including Ukraine and / or to various field offices.	Desirable
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Key terms and benefits

Salary:	£35,000 - £40,000 gross per annum dependent on qualifications and experience
Working hours:	Full time, you will be required to work the hours as are necessary for the proper discharge of the duties. Work will normally be undertaken in office hours, Monday to Friday, but 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 required to spend time overseas in our international programmes of work. You must be fit to deploy and agree to undertake medical assessments to confirm this fitness.
Safeguarding:	To follow UK-Med safeguarding practices as required within the role.
Professional requirements:	Chartered Institute of Procurement and Supply Level 4 qualification or extensive experience of humanitarian procurement or equivalent
Term of contract:	Permanent



Building a world
prepared to help