



Procurement Officer

Candidate Information Pack

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

Our people 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.

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

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| Role: | Procurement Officer |
| Hours: | Full-time |
| Remuneration: | £24,000 - £26,000 gross annual |
| Duration: | Permanent contract |
| Location: | Remote Working with occasional travel requirements to UK-Med storage facility, Stockport, UK |

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

UK-Med is a humanitarian NGO that has been responding to disasters for over thirty years. We prepare and equip medical teams, both in the UK and worldwide, so they are ready to respond when epidemics, conflict and natural disasters hit. When Ebola struck West Africa in 2014, we recruited and trained UK doctors and nurses who helped local medical teams and other NGOs to bring the outbreak under control. We are core partners, providing the clinical component of the UK Emergency Medical Team (UK EMT) in line with WHO standards.

We are recruiting a Procurement Officer to conduct effective mid-value procurements across all categories and departments.

As Procurement Officer you will be involved in UK-Med's procurement system end-to-end. This will include procurement, order processing, and international transport. You will bring relevant procurement expertise, either from relevant work history or a combination of a relevant qualifications and experience.

We offer a competitive salary and benefits and opportunities for professional career development 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 **Thursday 12th October, but interviews will be conducted on a rolling basis, therefore the ad may close early.**

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

Our Vision

A world where everyone has the healthcare they need when crises or disasters hit.

Our Mission

We save lives in emergencies.

When health services are overwhelmed, we get expert health staff to where they're needed fast.

We help communities prepare for future crises.

We Value:

Excellence

We set high standards for ourselves and the organisation. We strive to be outstanding in everything we do.

Determination

We have a can-do attitude and thrive on problem solving. No matter what the challenge, we explore all options so if there's a way we'll find it. We don't give up easily.

Compassion

We care about people. The health and wellbeing of our patients and our people is central to everything we do.

Learning

We believe in knowledge-sharing and giving people the means to develop their capabilities. We value learning and continual growth.

Collaboration

Working in partnership with stakeholders, communities and colleagues is key to the success of our work.

We respect the skills, knowledge and experience of those we work with and take care to listen and adapt to changes in need.

Job Description

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| Job Title | Procurement Officer |
| Reports to | Logistics Manager |
| Duration | Permanent |
| Hours | Full-time |
| Place of work | Remote working with occasional travel to Manchester/Stockport |

Purpose of role

Leading on mid value procurement activity in support of UK-Med responses. Engaging with teams to support procurement compliance across the organisation and supporting field procurement for various responses and country programmes.

Key responsibilities

Procurement

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| 1 | Undertake mid value procurements on behalf of the organisation. |
| 2 | Take a lead on tracking supplier invoices to ensure suppliers are paid in a timely manner. |
| 3 | Manage the tracking of all purchase requests and keep the tracker up to date on a regular (daily/weekly) basis. |
| 4 | Support all departments to undertake compliant low and mid value procurements. |
| 5 | Provide field logisticians with day-to-day procurement support |
| 6 | Work with freight forwarding and charter suppliers to organise goods collection, transport and receipt. |
| 7 | Support the Logistics team in ensuring cargo can be internationally transported and in researching import / export regulations as requested. |
| 8 | Support the Senior Buyer with tasks related to large, complex purchases when there is a need. |
| 9 | Provide information and occasional briefings / trainings to other departments on how to manage their procurements. |
| 10 | Maintain data records related to supplier performance. |
| 11 | As required, deploy abroad to support emergency responses. |
| 12 | Support overall data management and records for the team to be able to report on their Key Performance Indicators (KPI's). |

Safeguarding

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| 10 | 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. |
| 11 | To report all possible breaches of policy or Codes of Conduct through the appropriate channels in a timely fashion. |

General duties

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| 12 | To ensure and promote Equality, Diversity and Inclusion (EDI) in line with UK-Med's EDI Policy. |
| 13 | To comply with all financial and procurement policies and procedures, including those relating to anti-bribery, anti-terrorism, and anti-slavery. |
| 14 | To support UK-Med's environmental policies and procedures, taking personal responsibility for contributing to reducing negative environmental impacts. |
| 15 | To comply with all health and safety policies and procedures |
| 16 | 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. |
| 17 | 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. |
| 18 | Other tasks as might be required to ensure effective delivery of UK-Med deployments, projects and programmes of work |

Person Specification

Procurement Officer

| Qualifications / Professional Memberships | | |
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| 1 | Chartered Institute of Procurement and Supply Level 2 qualification or equivalent | Desirable |
| 2 | Other relevant qualifications, accreditation, or training | Desirable |
| Knowledge, Skills and Experience | | |
| 3 | Previous experience of mid value procurement across a variety of categories | Essential |
| 4 | Good knowledge of procurement processes | 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 | Understanding of procurement functions within international NGOs | Desirable |
| 9 | Experience undertaking procurements in compliance with key donor guidelines (e.g. OFDA, ECHO, FCDO) | Desirable |
| 10 | Basic knowledge of Dangerous Goods and/or HS Codes | Desirable |
| 11 | Experience of working in insecure environments / conflict areas | Desirable |
| Personal Attributes | | |
| 12 | Flexible and adaptable with the ability to respond to changing situations | Essential |
| 13 | Works well with colleagues both internally and externally and takes a collaborative approach | Essential |
| 14 | Self-motivated and able to work with minimal supervision. | Essential |
| 15 | A creative problem-solver with excellent attention to detail | Essential |
| 16 | A good decision-maker, able to take effective, considered and timely decisions by gathering and evaluating relevant information | Essential |

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| 17 | Works independently within area of responsibility and knows when to involve others | Essential |
| 18 | Applies technical and professional expertise to the highest standards | Essential |
| 19 | Able to prioritise workload and manage competing deadlines | Desirable |
| Practical requirements | | |
| 20 | Willingness to work some weekends and evenings to contribute to deployment preparedness if required | Essential |
| 21 | Willingness to deploy with UK-Med international deployments as required | Essential |
| 22 | A willingness to work in insecure environments | Desirable |

Key terms and benefits

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| Salary: | £24,000 - £26,000 p/a |
| Working hours: | Full-time; 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 and work overseas in support of our international programmes of work |
| Safeguarding: | To follow UK-Med safeguarding practices as required within the role. |
| 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