



Intersectional Procurement Manager F/M – Haiti

Location: Port au Prince, Haiti
Contract: Fixed-term contract at 100%
Duration: 12 months
Starting date: January 2025 (flexible date)

I. CONTEXT

Haiti occupies one-third of a Caribbean Island jointly with the Dominican Republic, where, in times of crisis, the border is quickly closed. The local market is a closed market, based on imports and controlled by a small number of companies. The quality of goods found is not always up to MSF expectations, the supply is not diversified, availability is short, and price inflation is recurring. The current contextual security crisis further tightens the market and poses a real risk to our operations.

Therefore, it is more urgent for MSF to deepen our understanding of the dynamics of the local Haitian market and its connections with neighbouring markets in order to diversify our sources of supply. The establishment of a procurement support network for the mission could alleviate the pressure on the supply chain and provide alternative solutions more quickly, especially in times of crisis.

Certain MSF standards should also be reviewed and adapted to the Haitian market. For example, Haitian standards (110V) being different from European standards (220V), our facilities should be in 110V and not 220V to allow sourcing of materials/equipment locally or regionally. This would reduce our purchasing, transportation, and carbon emission costs, in addition to ensuring the continuity of operation of MSF facilities after our departure.

Given the complexity of the Haitian context and the presence of different MSF sections negotiating with the same suppliers, this joint approach should be long-term for more depth and continuity and at intersectional level for more strength and coherence.

II. PLACE IN THE ORGANISATION

- The Intersectional Procurement Manager (IPM) is part of the Global Procurement Unit (GPU) team of MSF International. As such, the IPM is guided on his work by GPU processes and tools and supported by GPU advisors.
- The IPM collaborates closely with the persons responsible of coordinating the procurement /contracting of goods and services [\[1\]](#) for each OC [\[2\]](#)
- The IPM is accountable to the local Steering Committee, he reports functionally to GPU Intersectional Field Procurement Advisor (IPA) and his focal point in the mission is OCB Head of Mission for Haiti.

III. MAIN RESPONSIBILITIES

In order to diversify its sources of supply and alleviate pressure on the supply chain, the Haiti mission is considering an in-depth study of the local, regional and international markets supplying Haiti. The goal is to develop a comprehensive procurement strategy for the mission to cover regular needs and emergency scenarios for the three OCs present in the country.

Specific objectives:

1. **Understand the Haitian market and its connections with neighboring markets** (Dominican Republic, United States, LATAM) and define how to approach it in the current context (security situation, port situation, product scarcity, black market, etc.).
2. **Based on the needs of the three regular missions in Haiti, define a local-regional-international procurement strategy** using the following indicators: critical items and families (e.g., fuel, oxygen, freight forwarders, transportation companies, water and sanitation consumables, etc.) and services (e.g., service providers) corresponding to 80% of financial volumes and/or priorities identified by the OCs. This includes a spent analysis, a needs analysis (volume, frequency, schedule), a market analysis and its risks, and the development of contracts and supplier relationships.
3. **Establish a procurement support group** that can assist the mission among existing MSF entities (e.g., support from USI Americas, Latam, MSF Camino, regional pharmacists, HQ/ESCs references, etc.) and define its scope of intervention

(terms of reference, communication lines, meeting frequencies, etc.).

4. **Collaborate with respective technical referents** (at mission and HQ level) to validate the technical quality of regular/alternative articles and their sources of supply.
5. **Analyze neighboring markets and MSF logistics bases** that can be used as a second line or in emergencies – Dominican Republic, United States, Mexico, Brazil, etc. – and identify reliable suppliers by article family and appropriate purchasing and transport conditions (quality, availability and delivery time, preferential prices, payment conditions, delivery conditions, required import documentation, etc.). Priority categories to be defined (e.g., NFI items, hygiene kits, shelters, etc.).
6. **Map local suppliers**, types (importers, negotiating importers, etc.) and their links with foreign suppliers.
7. **Recommend the long-term setup** to capitalize on and deepen the acquired knowledge and ensure the continuity of the benefits of this new type of procurement.

Out of Scope:

- § Order placed to Supply Centers.
- § Technical validation of the sources for the Log and med items that required such validation.
- § Transactional activities (order placement, good receipt, invoicing).

IV. EXPECTED RESULTS

- A global procurement strategy for the regular mission with an implementation schedule for at least three categories during the first year.
- A mapping of local, regional, and international opportunities by zone and supplier for each article/family of articles in the procurement strategy.
- A procurement support group for the mission, including the establishment of communication lines with the mission.
- Appropriation of the dynamics of the local Haitian market, identification of key players, and understanding of its connections with external markets.
- Identification of the different stakeholders in the procurement strategy (suppliers/service providers, brokers, transporters, etc.) are identified and the collaboration conditions known.
- A long-term plan is proposed and validated by the SteerCo.
- Establishment of a virtual E-prep.

V. PROFILE REQUIREMENTS

Education:

- University degree in business administration, supply chain management, procurement or similar.

Professional experience:

- Minimum 4 years of experience in operational procurement activities including data analysis, sourcing, strategy, risk management, sourcing, complex negotiation, contracting and multi-stakeholders' management. At least one part of this experience should be at international level (outside home country).
- Experience in market intelligence and a solid understanding of the region are significant assets.
- Previous experience in handling and coordinating large tenders (>500K €) is an asset.
- Field missions in procurement /supply chain functions with MSF or another NGOs is a strong asset.
- Experience in project management is an asset.

Knowledge and Skills:

- A strong knowledge in supply chain processes and financial budgeting are required.
- Ability to work transversally, in a multi-cultural environment and in remote mode is required.
- Analytical mindset, organizational skills and autonomy are a must.

- Result-orientation and customer service orientation are necessary.
- Proven diplomacy, ability to develop a professional network.
- Strong communication skills and listening skills to understand stakeholders' requirements.
- Ability to motivate and mobilize different counterparts.
- Proven ability to work with Office and ERP, in particular a good command of excel is a must.

Languages:

- Fluent spoken and written French.
- English and/or Spanish are a strong asset .

TO APPLY:

Kindly apply online here:

[MSF International - Intersectional Procurement Manager – Haiti](#)

[1] Log / Supply Coordinators, HR Coordinators, Medical Coordinators, Finance C oordinators

[2] OCB, OCA and OCP

Type of Contract : Fixed-term contract

Contract length : 12 months

Salary (€) : voir annonce

Deadline for submitting applications : 03/11/2024

Médecins Sans Frontières - France