

Process Improvement Specialist (supply operations)

Our client:

An international non-profit organization based in Geneva

Role & Responsibilities:

Development and continuous improvement of processes

- Work closely with the Lead Tools and Operations - Transactional Systems, other Planning & Procurement and SO teams and across internal and external stakeholders, identify opportunities, evaluate options, and drive continuous improvements in operational policies, processes and tools related to the Planning and Procurement Team's responsibilities and interfaces with the objective to enable simplification, greater efficiency, stronger compliance, and reduced risk, for both grant and non-grant funding channels.
- In collaboration with the business process owners and systems leads, implement, and manage a governance, prioritization, and sequencing framework for identified process improvements for both grant and non-grant funding channels.
- Undertake the necessary consultation, change management and procedural steps to implement the updates of operational policies, processes, and tools to achieve their intended objectives.
- Identify key process improvements for non-grant funding, build a plan and implement it with the objective to mainstream it with the existing processes related to grant funding.

Procurement Management

- Working closely in collaboration with amongst others from Supply Operations, the Manager, Demand, Supply Planning, and Forecasting and Manager, Procurement Management to provide support for the definition and of processes, for both grant and non-grant funding channels, enabling the Procurement Management team to
- Ensure compliance and risk management through adherence to rules, regulations, policies and procedures for grant and non-grant funding through the Pooled Procurement Mechanism
- Report on and review processes related to exceptions and second-line oversight of the Global Fund's Pooled Procurement Mechanism (PPM) with Finance and Risk departments.

Demand & Supply Planning

- Provide support to the definition of processes enabling the Demand and Supply and Forecasting team to manage the cross-Secretariat demand and supply planning.
- Coordination with internal and external stakeholders
- Support alignment of relevant activities across all Supply Operations Teams
- Identifies opportunities and needs of support from other internal functions or with external partners.

Profile:

- University degree in public health, business, public administration or a related field, or equivalent professional certification/training
- **Minimum 3 years of professional experience in public and preferably also private sector** procurement and supply chain management including in international organizations.
- Experience in public and/or private sector procurement and supply chain management
- Experience with coordination across an organization and stakeholder engagement
- Experience in working in matrix organizations and working in cross-functional teams
- Experience in defining operational procedures and identifying and implementing process improvement
- **Fluent in English**

Contract type: Temporary contract - 12 months

Rate of activity: 100%

Starting date: Asap

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : Mouhssine Moudrik
Ref : MM1096252002