

PERFORMANCE
CONSULTANT SA

Conseil en ressources humaines

Associate Specialist Vendor Management & Process Optimization (M/F)

Our Client:

An international NGO based in Geneva.

Role & Responsibilities:

On behalf of the Indirect team

- Project management, development and implementation of a strengthened vendor management and process optimization approach and management system to achieve best value for money outcome.
- Vendor management & process improvement activities across the end-to-end Indirect process ensuring that the various improvements are reflected within the overall Indirect Communication Plan
- Facilitation, maintenance of the Secretariat's Opex/SI/PF spend reporting and any associated actions/initiatives in relation to same.
- Transformation of indirect procurement through the development and implementation of innovative and effective strategies to optimize & digitize the end-to-end indirect procurement processes, working closely with Finance, IT, Risk, Legal and key stakeholders from other departments.
- Continuous improvement of various efforts around the end-to-end process and development and improvement of the Procurement Framework (Policy, Regulations & Procedures)

Support the VM&PO Specialist

- Establishing a governance framework for senior-level Steerco.
- Creating and executing a vendor management framework that includes a formalized operational approach to manage critical vendor relationships, ensuring that proper due diligence, risk mitigation, and performance standards are met.
- Collaborating with internal stakeholders and business owners responsible for vendor/contract management to align and implement performance metrics, tracking, and reporting.
- Developing an approach, methodology, toolset, and templates to facilitate end-to-end vendor management.
- Integrating vendor management approach into the Procurement Framework (Policy, Regulations, and Procedures).

Profile:

- Bachelor degree or above in project management, supply chain management, business, or similar.
- Certification in Project Management.
- Relevant courses or certification in vendor and supplier relationship management.
- Relevant experience in project management, ideally in the area of procurement and supply Chain management.
- Experience supporting development and implementation of a vendor management approach either at the department or organization level is highly desirable.
- Demonstrated experience in process driven environment with focus on continuous improvement; experience in implementing process improvement methodologies, and automation & digitization of procurement & supply chain processes
- Relevant experience in Project Management, Change Management and Stakeholder Management.

Required skills:

- Proactivity
- Flexible with a high degree of adaptability
- Strong analytical and synthesis skills
- Continuous improvement-oriented

Contract type:

Temporary - 5 months

Rate of activity:

100 %

Starting date:

1 August 2024

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Mouhssine Moudrik
Ref : JD1960137469