

**PERFORMANCE**  
**CONSULTANT SA**

Conseil en ressources humaines

## IT Purchasing Officer

### Our client:

For a top international NGO based in Geneva

### Role & Responsibilities:

- IT Purchasing
- IT Contract Administration
- Onboarding and Offboarding of Vendors
- Support on vendor risk management activities

This role contributes to the VMO related activities by:

Primary Responsibilities and activities required to be delivered by the Associate Procurement and Contract Management Lead, in compliance with Procurement Policies and Procedures, are:

Purchasing:

- Gather information and documentation to purchase in compliance with Sourcing policies (Exception to competition, RFP, RFQ, Order Forms, Scope of Work, Solicitation Letter)
- Liaise with Legal for compliance with contractual obligations, T&Cs and Order forms
- Enter order details (e.g. vendors, quantities, prices) into internal databases
- Process the purchase request, (validating adequacy of supporting documents) follow up on the purchase request signature, follow up on purchase order signature and keep updated the vendor owner of the purchase status along the process
- Raise Purchase Requests to Purchase Orders
- Actively manage purchase order status (following up and escalating where required)
- Maintain updated records of purchased products, delivery information and invoices (for IT products (hardware or software) or IT services (consulting, application development, infrastructure and licenses, etc.)
- Prepare reports on purchases, including cost and procurement analyses
- Analyses and optimizes purchasing activities
- Tracks vendor payment status and address inquiries.

Contract administration

- Ensure all documents related to IT contracts are stored and archived in corresponding database
- Ensure licence tracking
- Ensure accurate and up to date contract tracking
- Inform vendor managers of contract end dates
- Ensure a list of SLAs is available per contract/vendor

This role contributes to the VMO related activities by:

- Running vendor controls and contract frameworks
- Generate IT vendor spend by category, cost centre, and vendor
- Support the Vendor owners to adhere to the contract, performance, relationship, and risk management procedures
- Extract the reports related key performance indicators (KPIs) to ensure strong performance management
- Identify problem areas and help resolve issues and disputes
- Supporting the IT Vendor Management Office Lead to the organization the Quarterly Vendor Reviews and monthly vendor performance review meetings providing required support information
- Manage the tools for use in vendor management, including vendor tracking, analytics, and performance management tools (scorecards and dashboards), to demonstrate spend optimisation and value for money
- Collect consolidate, and analyse detailed monthly reports and key vendor data to stakeholders on vendor performance, risk, and relationships
- Support the assessment and report on the risk level of vendors based on financial, skills, tools, and the use of third parties' analytics
- Provision of oversight and monitoring of vendor risks including resilience, data privacy and IT/cyber security
- Coordinates with vendor owners to maintain Preferred Supplier and Direct Purchasing Lists
- Provide appropriate support/training to internal staff that manage individual vendor accounts
- Assist IT vendor managers and sourcing/procurement with vendor evaluation and selection criteria, procedures, and best-practice tools and templates
- Build and maintain a main vendor repository to ensure effective contract management and vendor relationships, ensuring that change management procedures/methodologies are used
- Support the generation of the Annual Vendor Report

### Profile:

- Advanced university degree in Logistics, Business Administration or relevant field or an equivalent combination of academic/professional qualifications and experience
- Proven work experience as a Purchasing Officer, Purchasing Agent or similar role
- Understanding of supply chain procedures
- Solid analytical skills, with the ability to create financial reports and conduct cost analyses
- Negotiation skills
- Team player able to work effectively across domains and hierarchies and to correctly interpret project-related information
- Good knowledge of risks and change management
- An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset.

### Required skills:

- Service orientation
- Drive for results
- Collaboration
- Interaction
- Adaptability

**Contract type: 1 year contract**

**Rate of activity: 100%**

**Starting date: October 2021**

**We guarantee you to handle your application in total confidentiality**

Consultant responsable du mandat : Mouhssine Moudrik  
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