

Role Description – Temporary Assignment

**ASSOCIATE SPECIALIST VENDOR RISK,
IT VENDOR MANAGEMENT OFFICE - 100%
(STARTING 04.10.2021 - ENDING 03.10.2022)**

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1. The Global Fund

« The Global Fund is a partnership designed to accelerate the end of AIDS, tuberculosis and malaria as epidemics. As an international organization, the Global Fund mobilizes and invests more than US\$4 billion a year to support programs run by local experts in more than 100 countries. In partnership with governments, civil society, technical agencies, the private sector and people affected by the diseases, we are challenging barriers and embracing innovation.

Behind the Global Fund's extraordinary record of impact against AIDS, tuberculosis and malaria are our people. Global Fund staff work with governments, communities and civil society, technical agencies, the private sector and people affected by the diseases to bring the world closer to ending the epidemics, saving millions more lives. Global Fund staff are instrumental in uniting the fight against these three diseases.

We are diverse and engaged, skilled and experienced, motivated and inspiring, creative and agile. From human rights to human resources, grant management to facilities management, we work every day within the unique partnership to confront global health threats, equip countries on the front lines, protect vulnerable people across the world, and save lives. »

More information about The Global Fund on www.theglobalfund.org

2. Rôle description

Role summary

Reporting to the IT Vendor Management Office Lead, the Associate Specialist Vendor Risk is responsible for supporting the IT VMO Lead in operationalizing the Vendor Management function delivery and supporting as well as ensuring compliance with the vendor management framework for all IT vendors. In addition, the role will provide back-up support in delivering value by ensuring transactional procurement functions are performed and executed to reduce costs, ensure supply continuity, mitigate risk, increase efficiency, while meeting Operations specifications. The objective being to provide the best overall value for the Global Fund.

The Associate Specialist Vendor Risk will support the purchasing activities and the IT Operations Controller for IT procurement, vendor invoicing and reconciliation.

The Associate Specialist Vendor Risk supports the vendor owners to ensure compliant, efficient and consistent management of IT related tenders and Framework Agreement contract implementation for each of the product and service categories. This should be delivered according to institutional procurement, information classification, and record management/ retention regulations. S/he also supports the vendor owners to ensure consistent management of all proposals and contracts, effectively manage the contract management process and system, ensure all contracts which the IT managers are well maintained and timely and s/he promotes best practices.

The Associate Specialist Vendor Risk will support the Vendor Management Office (VMO) activities related to the vendor life cycle management, vendor spent analysis, vendors performance report and analytics and implementation to the vendor management related governance.

Job description / Key Responsibilities

Main tasks

- 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

Deliverables:

- Management and maintenance of up to date contract repository and licenses tracker tools
 - Accurate purchase order repository
 - Accurate and timely Procurement Administration including invoice reconciliation
 - Monthly reporting on the performance of strategic vendors
 - Quarterly Vendor Reviews support information
 - Annual Vendor Report support information
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3. Candidate profile

Qualifications (essential VS. desirable):

Essential:

Advanced university degree in Logistics, Business Administration or relevant field or an equivalent combination of academic/professional qualifications and experience.

Desirable:

Globally accepted purchasing and supply or vendor risk management qualification. E.g. CIPS or CTPRP or other.

Expérience (essential VS. desirable):

Essential:

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.

Desirable:

Experience in Oracle highly preferred

Hands-on experience with purchasing IT products, software and services.

Public sector procurement

An understanding of technology risk domains, data privacy, IT and cyber security and resilience.

Competencies (essential VS. desirable):

Organizational Competencies:

(include expected level for the role)

- Global Fund awareness and mind-set (level 1)
- Service orientation (level 2)
- Drive for results (level 1)
- Collaboration (level 1)
- Interaction (level 2)
- Adaptability (level 1)

Functional Competencies:

(as per role Job Family including expected level for the role)

- Procurement & Supply Chain (level 2)
- Analytical (level 2)
- Finance (level 1)
- Risks (level 1)
- Business (1)
- Negotiations (level 1)

Languages:

An excellent knowledge of English and preferably a good working knowledge of French. Knowledge of other languages would be an asset.

4. Application

Referring to the exact name of the above mentioned position, please send your CV, motivation letter, reference letters, work certificates, diplomas or any other relevant document in electronic format to: cv.tgf@procadres.com

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