

## Global Alliance for Improved Nutrition

<b>Job title:</b>	Head of Procurement		
<b>Classification:</b>	Grade 7	<b>Direct reports:</b>	Varies (Pooled staff)
<b>Work location</b>	London, New Delhi or Nairobi	<b>Travel required:</b>	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. In particular, we aim to make healthier food choices more desirable, more available, and more affordable. GAIN's mission is to advance nutrition outcomes by improving consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition.

DESCRIPTION
<p><b>Background</b></p> <p>GAIN spends \$34 million per year on procurement to support projects and corporate services. This includes a diverse range – from corporate insurance to building wet markets, from purchasing food fortificants to hiring individual consultants.</p> <p>The mix and size of such procurements is increasing in volume but also in scale and complexity. Nearly all of this procurement is done by staff in dispersed offices as part of their wider project delivery responsibilities, supported by a central Finance and Legal team, workflow processes and systems. Doing this work well and at pace is critical to GAIN's ability to deliver our projects on time, to the highest standards and in accordance with donor contracts – and therefore to our achieving our overall impact.</p> <p>Currently there is no centralized procurement team, but there are some procurement staff embedded within our country programmes.</p> <p>Success in the role will depend on building effective working relationships with colleagues in many different roles across GAIN who have responsibility for relevant parts of the procurement process and practice, including project managers, the Legal team, Finance staff and others who work on procurements day to day or less regularly.</p> <p>The role holder will provide leadership, guidance and support as well as intervention where necessary. Over time, we may recruit a small team being recruited to support the centralised procurement function. This is contingent on funding and realised savings.</p> <p>Recognising the change in our procurement environment, GAIN now wishes to appoint a head of procurement who can bring new professional expertise, leadership and guidance to ensure that our procurement planning, policies and practices are fit for purpose, provide value for money and reflect best practice, based on consistently good decision making. This is a new role.</p> <p><b>Overall purpose</b></p> <p>The Head of Procurement will be responsible for the design and execution of GAIN's procurement policy and practice.</p> <p>The Postholder will design, establish and manage the procurement function at GAIN. The postholder will provide strategic leadership and oversight of GAIN's procurement needs to ensure that we meet and exceed our commitment to building transparent, standardized, ethical and safe practices that provide value for money.</p> <p>The Postholder will identify opportunities for improvement especially if these enable procurement to be completed more rapidly with no loss of rigour.</p> <p>The Postholder will review our current arrangements and revise these where necessary; create and maintain KPIs initiating correcting action as appropriate; create new policies and practices; train staff and strengthen organizational capacity; and bring best practice and industry standards to GAIN.</p>

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The successful candidate will support value for money and effectiveness in GAIN's procurement and related budgeting and expenditure; support effective planning for major procurements; ensure strong impact and effectiveness controls through a robust set of policies, relevant metrics and their management.

The Postholder will live GAIN's values at all times, supporting a culture of impact, collaboration and excellence.

### Tasks and responsibilities

#### Strategic leadership

- Create and implement a procurement strategy, policy and plan aligned to global and country procurement priorities with the aim of delivering value for money to our donors, quality goods and services to our programmes and projects, while delivering our operational KPIs.
- Oversee the review and implementation of GAIN's Global Procurement policy and associated procurement procedures, ensuring that these comply with good practice and with the requirements of our donors. This will include identifying roles and responsibilities for sourcing categories of goods and services; updating these as necessary; ensuring they reflect best practice for the INGO sector; and ensuring compliance.
- Keep the leadership team informed about industry best practices, regulatory changes and donor requirements impacting procurement and VfM among key strategic donors (Dutch Government, EU, BMGF, USAID etc...) and in the international development sector.
- Working with owners of key functions notably Finance and Legal to embed the procurement policy and procedures in our systems and processes, ensuring seamless working practices and identifying any candidate areas for change managed by others.

#### Managing the Procurement Function

- Oversee GAIN's major procurements, supporting the staff directly involved and participating in tender panels as necessary.
- Drive the process of improving, streamlining, and standardising procurement systems, tools and practices, in close collaboration with colleagues.
- Develop and drive clear KPIs for an effective procurement function, including reporting mechanisms.
- Develop, manage and maintain strong internal relationships to ensure optimal performance.
- Guide and support project/programme teams with particularly complex procurements.
- Review and monitor existing procurement systems and applications, identifying required developments and upgrades, to support effective procurement. Take a leading role in the installation and implementation of new systems and upgrades, working with the owners of key functions including the Head of IT.
- Periodically review and update the procurement policy and procedures, reporting mechanisms, risk registers and other procedures managed/supervised by internal stakeholders.

#### Procurement Planning and risk management

- Identify risks associated with GAIN's procurement processes, such as supplier disruptions or price fluctuations, and develop and implement mitigation strategies for future procurements.
- Drive and consolidate procurement requirements for the organisation by ensuring and coordinating the development of annual procurement plans, reviewing procurement budgets to identify cost-saving approaches and ensure goods and services are efficiently and effectively procured.
- Lead the identification, assessment and mitigation of procurement risks.

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- Provide leadership and create relevant outputs in relation to any agreed procurement and contract management approach including roles and responsibilities, process maps, appropriate internal controls and authorizations.
- Provide advice and written guidelines to technical specialists to help identify price estimates for certain goods and to cost procurement plans.

### Value for Money

- Drive value for money (VfM) strategies to ensure that GAIN delivers its procurement practices efficiently and effectively.
- Lead on complex or high-risk procurements, including advising on contract terms to ensure value for money.
- Work with budget holders to advise on how to obtain the best VfM and manage risks.
- Establish a procurement and VfM reporting process; providing regular VfM reports to the leadership team and key stakeholders to demonstrate the impact of cost-saving initiatives and efficiency measures.

### Supplier Due Diligence & Tools

- Develop a comprehensive supplier database making sure it is up to date, ensuring that relevant due diligence checks are conducted and manage preferred supplier lists.
- Lead and ensure periodical quantitative and qualitative assessments of suppliers and partners engaged in activities of GAIN using key performance indicators and other relevant tools.

### Capacity Building and Training

- Provide expert guidance to internal stakeholders in their understanding, monitoring, implementation and evaluation of the procurement policy and strategy.
- Provide professional leadership to procurement staff within programmes, coaching, guiding and mentoring them in demonstrating good practice in procurement.
- Provide coaching and guidance to project and programmes staff who are engaged in procurement activities as a key part of their role.
- Design and deliver a procurement training programme for GAIN staff, including mandatory and follow-up training workshops, online resources and written materials. This will include organising training related to new and updated procurement systems and procedures as required. , .
- Advise and lead staff in conducting cost-benefit analysis and cost-effectiveness evaluations to inform decision-making and resource allocation.

### Key organizational relationships

- Reports to the Director of Country Programmes Team (CPT)
- Collaborates closely with Finance, Legal team and CPT Core Unit.
- Advises Country Directors, Heads of Operations, Head of Programmes and procurement focal points in countries.
- Advises key staff in PST, KL and other functions and technical teams.
- Regular engagement with colleagues across GAIN.

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JOB REQUIREMENTS
<p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Up to date specialist knowledge of legislation, standards, and best practice relevant to Procurement.</li> <li>• A solid understanding of project management processes and up-to-date knowledge of the legal complexities of public sector associated procurement in an international development context.</li> <li>• Strong stakeholder management ability, demonstrating personal and professional credibility and integrity.</li> <li>• Self-motivated and autonomous, with the ability to plan, set priorities to meet deadlines, and achieve set targets and goals.</li> <li>• Strong commercial awareness, financially astute and a good negotiator.</li> <li>• Sound judgement.</li> <li>• Ability to cooperate with others and work in a participatory manner to achieve established goals.</li> <li>• Self-confidence.</li> <li>• Compassion, tact and sensitivity.</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of creating and implementing new procurement strategies and policies, with proof of tangible results in an international environment.</li> <li>• End-to-end strategic procurement experience, ideally having had some exposure to Professional Services, Consultancy or International Development procurement and contract management, to include the tendering process; drafting, negotiating, and managing the procurement process; monitoring, reviewing, and evaluation of contract compliance, with both scale and volume.</li> <li>• Experience, effectively preparing and presenting reports and presentations and be comfortable taking the lead in competitive procurements, using relationship building and influencing skills both internally and externally to achieve the best outcomes.</li> <li>• Strong experience of working with IT systems and software packages such as Salesforce, SAP, Oracle, PeopleSoft, Microsoft Dynamics or related.</li> </ul>
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>• Degree in relevant discipline i.e. bachelor's or master's degree in business, Logistics, Supply Chain Management, Engineering, Economics, Applied Science, or a related field, or similar level of knowledge gained through relevant work experience.</li> <li>• Accreditation through the Chartered Institute of Procurement and Supply (CIPS) or equivalent.</li> </ul>
<p><b>Other requirements</b></p> <ul style="list-style-type: none"> <li>• Note that the first two years will require a high volume of travel in order to visit all the country offices – thereafter, once a solid foundation is laid, the role will become more virtual.</li> </ul>

WHAT GAIN OFFERS
<ul style="list-style-type: none"> <li>• Flexible working hours</li> <li>• Friendly working environment</li> </ul>