

Global Alliance for Improved Nutrition

Job title:	Head of Procurement		
Classification:	Grade 7	Direct reports:	Varies (Pooled staff)
Work location	London, United Kingdom / Utrecht, The Netherlands / New Delhi, India / Nairobi, Kenya	Travel required:	30%

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Due to COVID19, conflict in Ukraine and climate change, malnutrition and hunger have worsened significantly since 2019, reversing a decade of progress. There is growing recognition that our food systems need to change if we are to reverse these trends.

GAIN's Strategy aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries.

This is bold and complex, and the only way to achieve this is to work together with partners including governments, businesses, and civil society at the country and global level. These goals, and the ways of achieving them, build on our twenty-year legacy of transforming people's lives with improved nutrition through concerted action and effective policy change.

GAIN is looking for a procurement professional that can take our procurement function to the next level. We want someone who is looking for a positive challenge to develop a tailor-made procurement function to match the pace of our growth as an organisation.

The Head of Procurement will be the first of its kind at GAIN. Currently there is no centralized procurement team, but there are a handful of procurement positions embedded within our 12 country programmes.

Success in the role will depend on building effective working and coaching relationships with these and other colleagues in many different roles across GAIN who have responsibility for relevant parts of the procurement process and practice including project managers, operations managers, the legal team, finance staff and others who work on procurements day to day or less regularly.

We will require a personable, dynamic individual who can maintain key cross-cultural and cross functional relationships to ensure the smooth running of the procurement function.

The successful candidate will have extensive procurement experience within the International and economic development sector, preferably with some time spent in leadership positions. They will ensure GAIN is using the most efficient and cost-effective processes based on up-to-date knowledge and best practices relevant to the procurement profession.

The postholder will demonstrate an in-depth knowledge not only of the procurement function, but also bring a broader, strategic understanding of how a dynamic procurement function fits and contributes to the bigger picture in an organisation like GAIN.

The ability to influence, advise, guide and communicate with internal and external stakeholders will therefore be a key part of the success of this role.

The successful candidate will have excellent command of software packages such as Salesforce, SAP, and/or Oracle.

Over time, a small team may be recruited to support the centralised procurement function. This is contingent on funding and realised savings".

Global Alliance for Improved Nutrition

DESCRIPTION
Background 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. 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. Currently there is no centralized procurement team, but there are some procurement staff embedded within our country programmes. 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. 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. 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. Overall purpose The Head of Procurement will be responsible for the design and execution of GAIN's procurement policy and practice. The Postholder will design, establish and manage the procurement function at GAIN. The postholder will provide strategic leadership and oversight of GAINs procurement needs to ensure that we meet and exceed our commitment to building transparent, standardized, ethical and safe practices that provide value for money. The Postholder will identify opportunities for improvement especially if these enable procurement to be completed more rapidly with no loss of rigour. 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. 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.

Global Alliance for Improved Nutrition

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 GAINs 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 GAINs 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.
- 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.

Global Alliance for Improved Nutrition

- 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.

JOB REQUIREMENTS

Competencies

- Up to date specialist knowledge of legislation, standards, and best practice relevant to Procurement.
- 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.
- Strong stakeholder management ability, demonstrating personal and professional credibility and integrity.
- Self-motivated and autonomous, with the ability to plan, set priorities to meet deadlines, and achieve set targets and goals.
- Strong commercial awareness, financially astute and a good negotiator.
- Sound judgement.
- Self-starter with the ability to handle challenges and take action without the need for prompting or escalating up the chain.
- Ability to cooperate with others and work in a participatory manner to achieve established goals.
- Self-confidence.
- Compassion, tact and sensitivity.

Experience

- Experience of creating and implementing new procurement strategies and policies, with proof of tangible results in an international environment.
- Proven experience working internationally (across multiple continents and countries) either in country or remote working with countries.
- Proven experience in the NGO sector, working with donors, and working with external partners.
- Experience of developing strategy, policy, procedure, and tools on behalf of GAIN. (Directing the organisation, as well as management and staff on good procurement practices.)

Global Alliance for Improved Nutrition

- Proven experience building capacity and capability at organisational level. Demonstrable sensitivity and understanding of standardising best practice and culture across diverse countries.
- 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.
- 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.
- Strong experience of working with IT systems and software packages such as Salesforce, SAP, Oracle, PeopleSoft, Microsoft Dynamics or related.

Education

- 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.
- Accreditation through the Chartered Institute of Procurement and Supply (CIPS) or equivalent.

Other requirements

- 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.

WHAT GAIN OFFERS

- A competitive remuneration package
- Flexible working hours through hybrid working opportunities
- Friendly working environment