

<b>Function/Team:</b>	MMI Finance & Procurement
<b>Reporting to:</b>	Head of Procurement, MMI
<b>Contract type:</b>	Permanent

### **Working at Mary's Meals International:**

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

### **Role purpose:**

The Procurement Officer shall be responsible for providing support to the Procurement Manager in assisting end-to-end procurements, delivering technical sourcing oversight and ensuring efficiency of the procurement function, especially across Mary's Meals school feeding programmes. The ideal candidate will be highly organised, with strong communication skills and a keen understanding of procurement best practices. You will contribute to continuous improvement in procurement practices across our programmes and support alignment to our school feeding model to ensure quality, stewardship and simplicity across our programmes. Supporting the MMI Procurement Manager, you will collaborate with MMI directorates, programme affiliates and programme partners to ensure they have highly effective procurement plans, support end-to-end procurements, sourcing and contract award, including guidance on cost-effective procurement processes.

### **Key responsibilities & activities:**

- Support in ensuring efficient procurement of goods, services and works, ensuring compliance with procurement procedures, value for money and justifiable use of funds in line with the Procurement Manual.
- Work closely with internal stakeholders to collaborate and coordinate tenders, ensuring key deadlines are met, work is on-track and in line with the guidelines, policies, legal regulations, MMI values and ethical standards.
- To support the MMI Procurement Manager with detailed reviews of procurement reports to ensure high quality, accurate and timely reports for the approval process.
- Support the MMI Procurement Manager in prioritising the day-to-day procurement priorities.
- Develop or draft procurement documentation (e.g., tender documents, contracts etc.) as and when required, ensuring adherence to their provisions, seeking support where necessary.
- Support the roll-out and the coordination, development, update and monthly reporting of annual procurement plans for major procurements pertaining to MMI and partner programmes.
- Prepare and manage a list of prequalified suppliers for MMI and partner programmes pertaining to major or critical goods and services. Support the process of pre-qualification in programme affiliates.
- Support the Procurement Manager in analyzing procurement data, providing insights including gaps in the supplier base and pro-actively identify potential new suppliers.
- Support the delivery of procurement reporting metrics; collating data on industry price trends and availability of key commodities across key programmes to support decision making.

- Support the Procurement Manager with issuing procurement documents and communications to suppliers.
- Assist in the contract negotiations.
- Ensure and maintain up to date procurement records, supplier lists and documents whilst properly setting-up and filing for easy access in SharePoint.
- Maintain and monitor all Procurement mailboxes and ensuring strong communication both internally and with other key stakeholders.
- Support the Procurement Manager in assessing any supplier performance and resolving issues.

### Collaboration with Others

- To work closely with the in-country procurement teams to ensure that procurement controls are strong, and the quality of the information received is of a high standard.
- To collaborate with relevant colleagues to strengthen the procurement policies, procedures, processes and improvement strategies as well as any ad hoc capacity building.
- Assist with training of relevant staff in the in-country teams in sound procurement practices, procedures, processes and reporting as appropriate.
- To contribute to team meetings and organisational priorities.
- Liaise with the Legal team to ensure that appropriate contracts are put in place for all procurements.
- Work with Programmes Operations to support their development of robust contract management tools that form part of monitoring supplier performance over the lifespan of contracts.
- Key internal functions that you will be required to work with, build and maintain strong relationships in delivering internal customer procurements are:
  - Communications;
  - Finance;
  - Global Procurement Team;
  - Governance and Risk;
  - Legal; and
  - Programme Development and Operations.

### Self-Development

- To be proactive in keeping up to date with developments affecting the role, including any ad-hoc or ongoing training requirements.
- Support the Global Procurement Team procurement capability and competency building framework.

### All MMI employees are expected to undertake the following general duties:

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

### Essential skills & experience required for this role:

- Strong commitment to Mary's Meals vision, mission and values.
- Strong communication and interpersonal skills, with ability to establish effective working relationships at all levels and in a complex working environment.
- Strong cultural sensitivity, with an ability to work well with a wide range of people in many different contexts.
- Experience (2+ years) of procurement principles and processes and supply chain management.
- Ability to provide value adding analysis to support management decision making.
- Able to use Microsoft packages competently (Excel, Word, PowerPoint and Outlook)
- Numeracy skills and an ability to understand, analyse and manipulate complex information and data.

- Excellent attention to detail, good analytical skills and experience handling wide range of queries with colleagues, suppliers and other stakeholders.
- Experience of monitoring, evaluating, learning and reporting against agreed plans.
- Administrative and organisational skills to manage a busy workload.

#### **Desirable skills & experience for this role:**

- Understanding of the charity sector.
- Experience of international development, knowledge of the place of school feeding, and working in international environments and teams.
- Experience of supporting others to develop procurement knowledge.
- CIPS qualification or steps toward qualification would be beneficial.

#### **Qualifications:**

- Good standard of education with a relevant degree qualification or relevant experience

## Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"> <li>• I build and demonstrate resilience</li> <li>• I lead by example</li> <li>• I am authentic and true to Mary's Meals values</li> <li>• I develop myself and set stretching goals</li> </ul>
<b>Service</b>	<ul style="list-style-type: none"> <li>• I have a vocational attitude to my work</li> <li>• I inspire hope in others</li> <li>• I build belief that even difficult challenges can be solved</li> <li>• I am committed to serving and enabling all who want to be part of the global movement</li> <li>• I work to ensure our future will be even better than our past</li> </ul>
<b>Simplicity</b>	<ul style="list-style-type: none"> <li>• I communicate effectively</li> <li>• I follow clear decision-making criteria</li> <li>• I create plans that are easy to follow and contribute to organisational goals</li> <li>• I embrace inclusivity and diversity</li> <li>• I focus on delivering results</li> </ul>
<b>Stewardship</b>	<ul style="list-style-type: none"> <li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li> <li>• I nurture, develop and respect our relationships with external stakeholders</li> <li>• I deliver on my promises</li> <li>• I am happy to be held accountable and to hold others to account</li> </ul>
<b>Strategy</b>	<ul style="list-style-type: none"> <li>• I have a point of view about the future</li> <li>• I know our stakeholders and see our priorities clearly</li> <li>• I help others to work in ways that have the greatest impact</li> <li>• I work to deliver my objectives</li> </ul>
<b>Strengthen</b>	<ul style="list-style-type: none"> <li>• I contribute to a positive work environment</li> <li>• I help and support those around me</li> </ul>
<b>Success</b>	<ul style="list-style-type: none"> <li>• I am a catalyst for change</li> <li>• I maintain my technical competence</li> <li>• I contribute to the success of my team</li> <li>• I am accountable</li> <li>• I embrace change</li> </ul>

## Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your MAP process.