



VACANCY

Logistic & Procurement Expert (M/F)

Application deadline : 30/06/2022

Contract: fixed term of 2 years (potentially renewable)

Location : Brussels Headquarters

Start date : as soon as possible

Organisation

Vétérinaires Sans Frontières Belgium is an international NGO whose vision is "Healthy animals, healthy people, in a healthy environment".

VSF-BELGIUM aims to strengthen the capacity of disadvantaged livestock dependant communities in the South to improve their condition. In case of crisis due to natural or man-made disasters, VSF-Belgium ensures that humanitarian aid is provided to pastoralist families.

VSF-BELGIUM is currently active in five countries in West Africa (Benin, Burkina Faso, Mali, Mauritania, Niger) and four countries in the Great Lakes region (Burundi, DR Congo, Uganda, Rwanda) with an average annual budget of around 12M EUR.

VSF- BELGIUM directly employs about 150 people in our country offices and has 19 staff members based in our Brussels headquarters organised in three departments; Operations, Support Services, and Fundraising and Communication.

VSF -BELGIUM is part of the network of VSF International.

Context and role

In November 2020 the Direction Committee re-defined the mid-term goals of VSF-Belgium with a good balance between ambition on one hand and sense of realism on the other. VSF-B is thus in a process of change, where we are aiming to reach a certain operational volume as well as a status. A status where VSF- is regarded as a respected, in its' specific niche, as an International NGO, both in the field of Development Cooperation and Humanitarian Assistance.

The ambition of VSF-B remains to increase our capacities in the coming 5 years in an effort to reach more people. This will take place through a pathway of carefully managed growth, allowing an increase and diversification of current development country portfolios and further operationalization of humanitarian interventions specifically aimed at livestock dependent communities. Meanwhile we will carefully explore the opportunities in the field of consultancy services, and the construction of strategic alliances with other operators in -or bordering- our type of activities.

In order to achieve this, we will strive to careful management of the right portfolio mix and a better insight into our day to day internal processes, keeping streamlining and simplification in mind. .



In order to sustain this growth, **we are hiring an expert in logistic and procurement (LOG)** who will be able to act as the responsible person for leading and managing the Logistics and Procurement Policy framework as well as following up on organizational quality initiatives (EFQM). Inside VSF-B, this position is new. The ambition of this newly created role offers room for challenges.

A **Logistic and Procurement Committee** will also be put in place whose responsibility is to advise on the framework and to propose changes based on the organisation's strategy or external **environment**,

The LOG expert reports to the Director of Support Services.

He is expected to contribute to high levels of teamwork and inter-departmental and cross-sectoral collaboration notably with the operations team in the south.

The position is based in Brussels, with regular travel to field locations.

Responsibilities

- Update the framework/policies with regards to Logistics and Procurement with a focus on simplification and optimization of logistic resources
- Develop and deploy standard tools and guidelines through the organization and monitor their use and application to insure the compliance within the whole organization
- Lead the Logistic and Procurement Committee
- Give support and advice to the Operations on procurement processes and issues and validate tenders as required by our internal procedures
- Coordinate the annual inventory process throughout the organisation,
- Support the Security expert in identifying logistic needs related to security
- Ensure internal control is set up with regards to the Log & Proc activities at VSF-B, identify relevant KPI's and dashboards at all level of Management (Global/Regional/National) and keep an eye and prevent integrity issues to happen. Insure compliance of all the Log & Procurement actions with VSF-B and Donor Framework.
- Travel & Fleet Management: optimize, deploy and control the application of our policies and develop and maintain partnership with external suppliers if required
- Contract Management: develop, standardize and implement supplier contracts formats throughout the organization
- Quality Management: follow up on EFQM initiatives implementation
- Human Resources & Budget: participate to the set-up of the budget of national and regional budgets
- Train Field LOG staff as well as regional referent on LOG policies and best practices



Profile

Education

- University degree or equivalent by experience

Knowledge and experience

- Minimum of 3 years of experience in the field of logistics in a comparable position is required.
- Some years of experience in the field of development and humanitarian programs management, preferably relating to livestock and in Africa,
- Experience in project Management will be a significant asset,
- Knowledge of Veterinary Sciences, Tropical Agriculture, preferably Animal Production, and/or International Co-operation/Community Development will certainly be considered as an asset.
- Headquarters and Field experience would be an asset,
- Knowledge of Humanitarian Assistance to Livestock Holding Communities (LEGS) and acquaintance of the standard operations manual in Humanitarian Crises would be an asset.
- Working knowledge of the Modus Operandi of development & humanitarian donors. Specific knowledge of our main donor: DGD is an asset.
- Experience in dealing with key institutional players in our domain (Donors, Diplomatic Corps, UN, colleague NGOs, Commercial Set-Ups)

Skills

- Capacity to translate and carry the VSFB strategy into Logistic and Procurement processes
- Excellent coordination Skills
- Experience in budget management
- Excellent communication Skills
- **Languages: FR/EN**
- Knowledge of Windows Office-programs

Attitudes

- Identifies him with the mission, vision and values (respect, transparency and sustainability) of VSF Belgium



- Results and process oriented
- Open Minded and curious
- Responds to objectives and deadlines
- A permanent innovative spirit is encouraged, hence allowing space to renew ourselves and to be open to a (product/project)-innovating approach allowing space for state-of-the art activities to serve our target public (livestock holders, their communities, vets, “relevant” local, regional and national administration)
- Is of impeccable integrity and sets high standards of integrity to others
- Is willing to travel regularly

Our offer

VSF-B is a learning organisation, with a cohesive and committed team, particularly attentive to adopting a quality approach in achieving its mission.

VSF-B offers a stimulating international working environment, with ample room for autonomy and innovative ideas. We offer a full-time, open-ended contract with a package in line with the sector, with extra-legal benefits.

In addition, as an employer, the organisation strives for a work/life balance for its employees (2days/week homeworking)

How to apply?

Are you our future colleague?

Please send your CV, covering letter and three references **by 30/06/2022** to hr@vsf-belgium.org quoting the reference "**Log Expert**".

Selected candidates will be invited for an interview.

More information: <https://veterinaressansfrontieres.be/>