



Department
for International
Development



Stories from here and abroad

Commercial roles in procurement

Your candidate pack



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Our story

The Department for International Development works across the globe to end poverty, create jobs, and offer support when disaster strikes.

It's a challenging and dynamic world. It's one where our work helps the poorest people on the planet. And it's a career where you'll have the chance to change far more futures than your own.

Through a series of stories, we'll show you what we do.
Click on the medicine bottle to begin.

A welcome from the Head of Department:

"Thank you for your interest in this important role of Commercial Specialist at Department for International Development. This is a really exciting opportunity to join the Procurement and Commercial Department at a time when we have just completed our Commercial Capability Review."

A word from the Secretary of State:

"It is important that whether channelled directly, or by using suppliers, our development budget must have the greatest possible impact on the lives of the poorest people in the world.

This can be achieved through more competition and more innovation that generate savings which can be ploughed back into aid efforts."



Nick Ford
Head of Procurement
and Commercial



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Procuring a brighter future

Wanting to help disadvantaged people is only the start – it's our award-winning Procurement and Commercial Team that actually make it happen.

You might associate our work with digging wells and building hospitals, but not all our projects are of the type that would spring to mind. That's why we specialise in five areas of procurement activity. You can discover more about them below. Each one has a key role in our high-profile, award-winning work.

So whether you're helping the police fight crime or combating the Ebola virus, you'll have huge influence as one of our procurement professionals.





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**Read the stories below
to discover what you could do.**

Strategic Commercial Engagement

Working with suppliers, NGOs and businesses, this team are working towards a broader and more sustainable supply chain.

By finding the best resources, they drive down the costs of our initiatives and support local businesses in the process.

Capability and Performance

From people to policy, this team are involved in all parts of the department. Because making everything we do more efficient takes a whole range of specialisms.

Like attracting, engaging and retaining the best people – or formulating policy and making sure we follow all relevant legislation. It all happens here.

Programme Sourcing

Providing expert and strategic advice is what programme sourcing is all about – and the team often deal with budgets in excess of £2bn.

Whatever the project, they act as front-line project managers to support initiatives in the countries and communities we serve.

Commercial Specialist Network

This team take a cross-border view to see how we can make our supply network more effective. It means drawing on their commercial and strategic expertise every day.

Designing initiatives, managing risk and ensuring delivery are just some of their responsibilities.

Economic Development Commercial Specialists

Advising and managing investments are part of this team's expertise.

It involves negotiating with large organisations, financial modelling and providing commercial advice to colleagues across the board.





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Who's who

Here are some stories from the award-winning
Procurement and Commercial Team:



Emma Stewart
Senior Procurement and
Commercial Manager



Colette Whigham
Head of Strategic
Commercial Engagement



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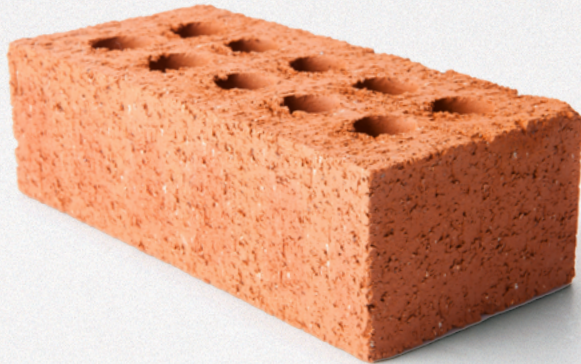
Chim Chalemera
Regional Commercial
Specialist



Anne Langley
Head of Programme
Sourcing Team



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What we offer

There's no shortage of ways you can make an impact as a procurement professional. Some of them will be unexpected. Many of them will be rewarding. All of them will give you a level of influence you may never have had before.

We're now looking for a team of highly experienced and effective commercial specialists. People who are passionate about delivering sustainable projects. And people who want to maximise the impact of every pound we spend.

Please note, the roles on offer are both A1 (Grade 6) and A2 (Grade 7).

What you'll gain

We don't just offer a competitive salary. Procurement creates lasting, sustainable good in more ways, and in more countries, than you can imagine. All this makes for a highly rewarding career. In addition, you'll receive an excellent benefits package. That means flexible working, fantastic career opportunities, a focus on work-life balance and unique travel opportunities. All of this is on top of the true job satisfaction that comes from making a difference to people's lives.



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An award-winning team

Our high-profile procurement projects are at the forefront of innovation in the development sector. Because of this, we've been recognised at the industry's most prestigious award show for the past three years.

Our work tackling the Ebola epidemic in West Africa, where we procured treatment centres in only a matter of days, was awarded two prizes at the CIPS Awards 2015.

Our global AIDS initiatives won the award for Best Contribution to the Reputation of the Procurement Profession in 2014.

And our work in providing women with contraceptive implants in partnership with the Bill & Melinda Gates Foundation earned us International Procurement Project of the Year at the CIPS Awards 2013.

For you, this means that when you join us, you'll be part of a talented team with an amazing reputation.



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Your story

It takes all kinds of skills to be an exceptional procurement professional. You'll have developed many of these on your career path so far.

Most important of all is your ability to take the lead on high-profile, commercial programmes. Running negotiations, influencing stakeholders, managing a team – you'll have done it all.

You'll have admirable communication skills, with a natural ability to engage representatives across government, civil society and your supply chain.

You'll also be persistent and ambitious. We want to deliver real change and maximum value for money – and it'll take a whole team to do it.

If you're as committed as we are, you'll have the chance to change many more futures than your own.



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Your education

Ideally, you will have a degree with a relevant post-graduate qualification.

MCIPS qualification would be beneficial, but it's not essential.

You may, instead, have extensive professional experience and a willingness to study and attain MCIPS level.

Your location

The Department of International Development operates across the globe.

In the UK, our roles are based in two locations: Whitehall in London and East Kilbride, just outside Glasgow.

Over the past few years, most of our roles have relocated to a central hub in East Kilbride.

It's well-connected – just 25 minutes from Glasgow, on the M77 and accessible from many commuter towns. Flexible working options make commuting from farther afield an option too.

The local area offers excellent schooling, a high quality of life and affordable housing. It also enjoys beautiful surroundings, with the Ayrshire coast a mere 15 minutes away.

If you are interested in relocating, please get in touch and we can arrange for one of our team to give you further local insights.

Please contact Sheila Devlin on 01355 843203 or Sheila-devlin@dfid.gov.uk



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How to join us

To apply, please send us your CV and covering letter.
Remember to state clearly which grade you are applying for.

Your letter should showcase your skills and experience against the following Government Commercial Professional standards.
For more details on this, please view the attached document.

Make sure you write no more than 250 words on each.

- Business Acumen and Commercial Judgement
- Leadership Skills and Capability
- Understanding Needs and Sourcing Options

Your application will be followed by a short telephone interview.
Those who pass this stage will be invited for an assessment day at Abercrombie House, Glasgow.

Start your story by clicking [here](#).