

JOB DESCRIPTION

Position/Job Title	Senior Manager, Procurement
Department	Corporate Services
Unit	Procurement
Job Location	Northern Corridor Implementation Authority (NCIA), Headquarters
Immediate Superior	Head, Procurement

JOB PURPOSE (State the major function/purpose of the job and the result expected of it)

Responsible for assisting the Head of Procurement on the overall responsibility to develop and execute procurement policies, procedures and practices of selecting vendors, establishing payment terms, strategic vetting, selection, the negotiation of contracts and actual purchasing of goods for the organization, in accordance to legal and federal requirements wherever required.

KEY ACCOUNTABILITIES (Provide a brief background of the job (if any) and list 6 – 8 principal accountabilities or key duties and the reasons for performing the responsibilities)

Procurement of Services

- Ensures procurement of services are accordance to the procurement policy and procedures
- Ensures timely delivery of services from vendors and clear documentation are in place for all procurement

Procurement of Materials

- Oversees all of the vendors that supply the organisation with the items it needs to operate properly
- Maintain a database of approved vendors for ease of future procurement activities
- Ensures timely delivery of materials from vendors, generates and tracks purchase orders and work together with Finance Department to ensure that promised deliveries are received in full and being paid for on time

Policy Compliance

- Ensure that all transactions comply with the organisational standards for purchase and budget approval as well as policies and procedures set out by the government
- Provide expert advice, guidance and to educate employees on the organisation's procurement policies and processes

Department Responsibilities

- Ensure practice of good corporate governance, transparency and good accountability in daily operations for the different functions
- Provide strong leadership to department staff through performance supervision and management
- Develop and manage the department budget
- Performs related work as required

JOB KNOWLEDGE SPECIFICATION. (minimal prerequisites to perform the job effectively)	
Formal Education (SPM, Diploma, Basic Degree, Specific Degree etc)	<ul style="list-style-type: none"> • Bachelor/ Post-graduate degree in supply chain management, logistics, business administration or related fields
Experience (Total years of experience, type of experience, critical areas of knowledge)	<ul style="list-style-type: none"> • Minimum 5-8 years of experience in Procurement-related field • Minimum 3 years of experience in a managerial role
Special Requirements (Professional Qualification, Certification, Licences requirements)	

COMPETENCIES (Skills and abilities required to perform the job competently)
<ul style="list-style-type: none"> • Excellent understanding of procurement processes and federal requirements, policies and procedures, including negotiation with third parties • Working knowledge of sourcing and procurement techniques as well as a dexterity in “reading” the market • Good knowledge of supplier or third-party management software • Talent in negotiations and networking skills • Demonstrate attention to detail and perform work with accuracy • Ability to interact and communicate effectively • Good problem-solving skills • Organised and has effective time management