

PROCUREMENT MANAGER

JOB PURPOSE: The responsibilities of the Procurement Manager ensure the provision of a transparent, effective, and efficient procurement system for the value for money acquisition of goods and services that results in added value to EAMVL. He/she ensures strict adherence to best practice in procurement procedures as set out in the EAMVL regulations and the PPDA act. The role requires significant interpersonal negotiation and contract management skills for the various interactions with user departments and suppliers. The Procurement Manager also interacts with the ICT team to develop technological systems to improve the efficiency of EAMVL's procurement.

REPORTS TO: Managing Director

SUPERVISES: Procurement Officers

SCOPE OF RESPONSIBILITIES

Area of Responsibility	Action Steps
Systems Development Lead the procurement function in developing effective procurement strategies that are aligned with and support the achievement of EAMVL overall goals and objectives, ensuring value for money in managing the resources of the organisations	Ensure general work objectives for the procurement unit are set and oversee implementation of set goals, while actively identifying where EAMVL can save cost without adversely affecting quality
	Utilise EAMVL IT procurement systems to track all procurements and advise on how these can be developed further
	Ensure that EAMVL always maintains a high level of competition in procurement of suppliers by providing guidance to user departments and ensuring that appropriate method of sourcing is used
	Recommend relevant and appropriate methodology of sourcing in line with set guidelines that will result in the identification of the most suitable supplier/ vendor
	Ensure that procurements always meet best practice with appropriate involvement of the user departments in relation to the terms and specifications of the goods and services to be procured; record best practice and upload to procurement system
	Support the functioning of the procurement committee, ensuring that meetings are held on schedule, the committee is guided on procedure and decisions are well documented
Procurement Planning Coordinate and work with user departments to collect, review, and incorporate user needs in the annual procurement plan making sure they are in line with EAMVL's work plan and budget	Lead the establishment and consolidation of the procurement plan in alignment with the annual work plan & budget
	Support user departments in the production of their annual work plans and budgets by providing information on cost estimates and identifying EAMVL's capital requirements for the year ahead; provide guidance and develop skills and capacity of the user departments by designing appropriate procurement plans for them
	Monitor the implementation and responsiveness of the procurement plan to user needs

Area of Responsibility	Action Steps
	<p>Review received procurement requests for completeness, accuracy and relevance in line with EAMVL's procurement plan</p> <p>Provide logistical support for IP engagement and involve IP in procurement process for their project</p>
<p>Vendor Identification & Management</p> <p>Manage the process of identifying suitable and appropriate vendors that meet the needs and requirements of EAMVL in terms of quality and Value for Money</p>	<p>Conduct market research on suppliers and vendors to ensure that EAMVL's vendor-base is inclusive of new entrants in the market; provide updated information to guide planning and budgeting and ensure quality control</p> <p>Manage the pre-qualification process in a transparent manner in order to attract the best suppliers for frequently procured items</p> <p>Conduct due diligence on selected pre-qualified vendors to mitigate risk; maintain and regularly refresh the active suppliers list</p> <p>Assist User department with contract management issues where required</p> <p>Develop and maintain a database of Consultants, suppliers and vendors, including blacklisted vendors</p>
<p>Contracts Management</p> <p>In liaison with Legal and Compliance Unit lead in the contract development process ensuring that EAMVL's interests and expectations are protected and that there is a clearly defined legal and binding document, with the vendor, for quality service delivery</p>	<p>Work with the Legal and Compliance Manager to develop contracts and to support actions for inadequate contract performance and ensure quality control</p> <p>In liaison with contract managers, engage vendors in contract negotiations to ensure that EAMVL gets value for money and that terms & conditions are clear and acceptable to both parties before contracting</p> <p>Develop service contracts in line with agreed recommendations as defined and agreed at the end of the evaluation and selection process; identify any challenges and resolve issues in a proactive and timely manner</p> <p>Contact and inform vendors of contract awards and project plan (start-end date, milestones, deliverables, contract KPIs and stage payments, focal point person)</p>
<p>Procurement & Disposable Management</p> <p>Work with respective departments (e.g. Finance) to ensure assets are disposed of in a timely and effective manner and in compliance with the provided guidelines</p>	<p>Review the disposal policies and procedures for relevance and consistent application, updating where necessary</p> <p>In liaison with the Finance department review the asset inventory to determine assets that are identified for disposal</p> <p>Manage the disposal process and ensure that the procurement committee is guided on the most appropriate method of disposal in line with policy & best practice</p>
<p>Policies and Procedures</p> <p>Ensure compliance to policies, procedures and practices as outlined in the procurement manual in order to minimise risk</p>	<p>Periodically initiate the review of internal procurement policies, practices and procedures to ensure continued relevance to EAMVL's operations; identify, assess, and manage potential risks associated with procurement, ensuring new risks fit within EAMVL risk appetite</p> <p>Lead the planning, designing, and implementing of an overall risk management framework for procurement, instilling a culture of risk awareness & management</p>

Area of Responsibility	Action Steps
	Respond to internal and external audit queries; lead & monitor implementation of corrective actions; provide reports as required by stakeholders
	Provide specialist advice on best procurement practice across EAMVL; ensuring that procurement and disposal policies and procedures are developed and implemented
<p data-bbox="76 376 589 416">Team Leadership</p> <p data-bbox="76 416 589 780">Lead the Procurement Team in a manner that empowers them to add value to EAMVL and deliver high standards of performance</p>	Participate in and cooperate with mixed teams conducting due diligence;
	Communicate to the Procurement Team a clear and exciting vision for the work of the EAMVL and the importance of their personal contribution
	Ensure the team is resourced with the expertise necessary to deliver on strategy; through a combination of recruitment and management of staff and procurement of consultants
	Plan and organise the work of the team to accomplish strategic & project goals and targets in the most cost-effective and impactful manner possible
	Ensure that each team member is provided with clarity concerning expectations; provide training, coaching and accountability to support them in achieving results and delivering required standards and behaviour
	Notice and cultivate talent; ensure delivery of an engaging leadership style that motivates team members and encourages high performance

And other duties as requested by the Managing Director

REQUIREMENTS OF THE ROLE

Educational Qualifications:

- Degree in Procurement, Post-graduate diploma or master's degree in related field preferred OR:
- Professional certification in procurement e.g. CIPS
- 5-7 years' procurement management experience
- 4-6 years in manufacturing
- A Bachelor's degree in human resource management, or management & administration, organizational psychology or equivalent.

Job related experience and knowledge:

- Knowledge of administrative, budgetary, procurement procedures
- Strong negotiation, problem solving analytical skills
- Strong attention to detail
- Familiarity with using computerised procurement systems
- Supervisory and people management experience
- Proven ability to successfully work as a team member and to build and maintain a positive work environment across the organisation
- Demonstrated experience in managing logistics
- Office administration and organisational skills
- Concentrate on all aspects of a task, commitment to achieving high quality results and value for money
- Demonstrate initiative by developing solutions to problems as they arise
- Ability to prioritize own workload in a high-pressure environment
- Excellent Communication Skills (Oral and Written)
- Computer skills in MS Word, Excel, PowerPoint

SIGNATURES

Name of Job Holder:	Signature(s):	Date:

Name of Supervisor:	Signature(s):	Date: