



## **HEAD OF PROCUREMENT**

**Location: Petaling Jaya**

**Nationality: Local**

**Type: Permanent**

**Post: 1**

### **Overview:**

- Responsible for the overall formulation, approving process and implementation of Procurement aspects of activities, Industrial Collaboration Programme (ICP) and the Project's
- Tax exemption matters in accordance with the approved governance policies and procedures.

### **Education:**

- Degree in law, supply chain management, logistics or business administration or related topic
- Qualified member or working towards Chartered Institute of Procurement and Supply (CIPS)

### **Experience:**

- You will need to be able to demonstrate a wide variety of skills including a good business sense, financial management, a flair for communication and negotiation, an understanding of the global market place, creativity and innovation.
- In today's strategic procurement environment, the most successful individuals combine traditional purchasing skills with good relationship management skills - listening, understanding, communicating and empathy.
- Traditional procurement skills, such as financial management, contract management, cost reduction and basic negotiation will always be fundamental to the procurement process.
- The current relationship between partners (suppliers) is relatively equal in terms of the relationship. The buyer and supplier work together right from the start of the relationship to share information, training, support, technical input and ideas in order to reduce the total overall cost. At the same time the buyer also needs to work closely with internal customers to ensure their needs are met and to gain their buy-in to the process.



## **Responsibilities:**

### **Strategic:**

- Develop improved contracting procedures, standard documentation, processes and training materials. Determine the best procurement strategy in terms of the tender package, mode of contracting e.g. leasing, short or long-term contract, contract coupled with maintenance services, out-source or in-house nature.
- Responsible for the supply of products and services essential for the Company's operations.
- Incumbent will strategize to find the most cost-effective deals and suppliers. The goal is to discover the best ways to minimize the Company's procurement expenses. Control spend and build a culture of long-term saving on procurement costs.
- Ensuring effective procurement of project needs in compliance with Ministry of Finance Procurement objectives, policies and procedures including engagement with
- tenderer/Project Delivery Partners (PDPs), award of construction's contracts, sourcing of construction materials and specialist services.
- Develop comprehensive systems framework that will facilitate and support registration of suppliers and service providers, issuance of tender documents, award of contracts and performance monitoring of vendors.

### **Operational:**

- Develop and implement standard contract documentation for procurement, proposals, agreement and contractual correspondence of all nature in accordance with terms and conditions of contracts during their currency.
- Reports and advices on contractual issues pre and post contract. Anticipate unfavourable events through analysis of data and prepare control strategies. Perform risk management regarding supply contracts and agreements. Track and report key functional metrics to reduce expenses and improve effectiveness.
- Advices and directs as appropriate on all matters of contract administration.
- Oversee the review of Tender Documents and processes, consisting the Instruction to Tenderer, Employer's Requirement, Condition of Contract, Payment Protocol, Commercial and Schedule of Prices, prior to advertisement and official issuance to contractors.
- Coordinate with Technology Depository Agency (TDA) in ensuring the implementation and fulfilment of the Government aspirations, interests and agendas of ICP Programme in the Project is best governed and executed.
- Liaising with Custom Department, MoF and other Government Agencies, formulating the processes, procedures and approvals on the importation of approved materials and equipment for the project together with PDP and ensuring its implementation accordingly.
- Maintain contact and liaise with Ministry of Finance, Project Delivery Partners (PDPs) and contractors/vendors.

### **People Management:**

- Development of personnel in the contracts & procurement function