

### **Overall Job Description**

The Manager, Procurement Unit, CSD shall be responsible for overall administration of procurement of goods and works of DHI in line with the company's procurement guidelines, and in developing procurement performance plans and reports. He/she shall report to the Associate Director, CSD.

### **Specific Responsibilities**

He/she shall:

- Develop, forecast and implement procurement of goods and works,
- Manage procurement contracts in line with the company's procurement manual,
- Review and recommend purchase of goods and works requisitions, orders and claims for accuracy and optimum delivery and pricing,
- Interact with vendors to negotiate for improved pricing, quality and delivery,
- Support in the development of specifications for goods and works (equipment, furniture, computers and other ICT related products, office supplies, etc.),
- Review, evaluate and approve specifications for issuing and awarding bids to suppliers in line with the procurement guidelines,
- Prepare and present procurement reports and consolidate procurement requirements,
- Provide relevant and timely information to identify procurement requirements,
- Set procurement performance plan and objectives, &
- Perform such other assignments, as required by the management

### **Education & Experience Criteria**

He/she must/should have:

- Bachelor's degree in related fields
- Minimum of 50% aggregate in Bachelor's degree
- Minimum of 5 years of relevant work experience (excluding the study period)
- Required knowledge, skills and experience in handling procurement responsibilities

### **Person Specifications & Attributes**

Additionally, he/she must have:

- Good analytical and numeracy skills
- Good communication & negotiation skills
- High Integrity/ethics, and the ability to meet the deadlines

### **Other requirements**

- DHI application form,
- Curriculum Vitae (CV),
- 2 referrals/recommendation letters from non-family related referees,
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

### **Employment Type**

- Regular

### **Salary & Others Benefits**

- Salary and benefits shall be fixed within the existing DHI pay scales and in line with the DHI Service Rules