

POSITION DESCRIPTION

Title:	Procurement Officer	Location:	Abu Dhabi
Department:	Supply Chain	Reports to:	Supply Chain Manager
Salary:	Salary package	Band:	2
Prepared by:	CAO	Date:	October 2018

Overall Purpose:

The Procurement Officer is responsible for delivering sustainable procurement and supply chain management strategies and processes that align the organisation with good practice

To provide direction and leadership surrounding National Ambulance (NA) expenditure that reduce costs and increase value.

The Procurement Officer develops and maintains leading procurement practice while building effective systems to manage NA information.

Roles and Responsibilities

Strategy and Planning:

- Implement a successful communication strategy across the organisation to ensure maximum compliance with accepted procurement systems, processes and policies.
- Support NA in the development, implementation and execution of good procurement and supply chain practice
- Develop and maintain a procurement and supply capability framework
- Streamline the procurement function across the organisation to reduce duplication of tasks and increase value and effectiveness
- Develop and deliver a robust and effective annual improvement and initiative plan that contributes to the goals of the organisation.

Process and Planning:

- Research and implement good practice systems and processes. Encourage and drive collaboration initiatives across the organization
- Provide resource and expertise to facilitate collaboration across the organization
- Management
- Develop, maintain and act upon succession planning and development programs for staff.
- Set, communicate and monitor effective KPIs for staff that encompasses the strategic direction and values of the organization.

Relationship Management:

- Act as an advisor for all other procurement activity being conducted in other areas of the organization
- Build and maintain effective relationships within the organization.

- Lead the change management process to obtain acceptance of the procurement framework ensuring maximum benefits are obtained.

QHSE:

Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

Professional and Academic Expertise

- Undergraduate degree in Business, Supply Chain or other related specialty.
- Full end to end procurement project experience of 5 years' or more working on complex projects.
- Extensive stakeholder management and communications skills.
- Hands on commercial experience of the full Procurement process, contract award and on- going contract compliance.
- Experience in an environment where strategic change and continuous improvement has been demonstrated and familiar with the principles of change management.
- Ground experience communicating and negotiating at all levels able demonstrating an ability to analyse complex issues, business impact and resolution both verbally and in writing
- Member of professional body (i.e. MCIPS) is desirable
- Basic Arabic language is an advantage

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	October 2014	New Position Description
2	October 2016	Reviewed and updated qualifications. Change title from Procurement Manager to Senior Procurement Specialist. Roles and responsibilities and Professional and Academic expertise updated
3	June 2019	Change the position from Senior Procurement Specialist to "Procurement Officer" Change the reporting line to Supply Chain Manager
3.1	October 2019	Changed title – reporting line manager

Review & Approval:

(Enter final approver title here)

