Procurement and contract management

Queensland Government IT Graduate Program

## Procurement and contract managers lead the ICT procurement process, including the identification of a business need and research and analysis.

## This role negotiates with clients and suppliers and is also responsible for awarding and managing the contract.

## They also establish ICT procurement policies and processes within agencies in line with state legislation.

## This means you will have the opportunity to:

* develop and clarify specifications for key products and services, determine business requirements and develop business cases
* investigate technical and commercial options for fulfilling requirements
* coordinate tender, evaluation and acquisition processes
* develop and monitor key performance indicators and contractual obligations
* negotiate with suppliers including review their performance
* implement procurement policies and processes.

## The ideal candidate will have:

* possess good interpersonal, communication and negotiation skills
* enjoy problem solving and finding solutions to challenges
* be able to work in a team as well as independently, and to deadlines
* develop, build and manage relationships with suppliers and clients
* have attention to detail.

## Examples of technical skills and qualifications

**Qualifications:**

* your degree may be in information technology, business, law or commerce.