

## Job Description NAWEC

<b>Position</b>	Senior Group Manager Procurement
<b>Salary Scale</b>	
<b>Role Summary</b>	Provision of Corporate Procurement services for all of NAWEC
<b>Reporting Relationships</b>	Reports to the Managing Director
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>- Implement procurement best practices across Nawec by providing market insight, development of category strategies and associated sourcing plans, tendering, negotiation and supplier management</li> <li>- Manage complex end to end procurement tenders to contract delivery.</li> <li>- Drive supplier performance by designing, implementing and embedding supplier relationship and contract management processes</li> <li>- Offer specialist technical advice and support on commercial and procurement issues to Nawec stakeholders</li> <li>- Help to develop procurement policy, procedures and processes and communicating these across the organisation</li> <li>- Collaborate with the legal team to ensure development and implementation of robust contracts with all key suppliers</li> <li>- Keep up to date with trends in the industry and keep abreast of industry knowledge of key vendors.</li> <li>- Conform with and abide by all regulations, policies, work procedures, instructions, especially GPPA rules and procedures.</li> <li>- Put in place suitable Procurement management structures staffed by competent and well-motivated staff</li> <li>- Lead the development of Procurement management systems and processes</li> </ul>
<b>Requirements and Qualifications</b>	<p>Third level qualification ideally to Masters level with a Procurement Qualification a distinct advantage.</p> <p>A minimum of ten years' experience in Procurement Management in a business of similar scope , scale and procurement portfolio to NAWEC</p>
<b>Competency</b>	<b>Detail</b>
<b>Stakeholder Management</b>	Is able to develop and maintain strong positive relationships with diverse individuals and groups inside and outside the organisation
<b>IT Skills</b>	Comfortable in modern IT environment, excellent with MS suite and able to exploit IT systems for business use
<b>Team Building</b>	Ability to build strong teams in Procurement
<b>Professional Knowledge</b>	Maintains constant self-improvement by staying up to date with developments in Procurement and associated processes.
<b>Results and Performance</b>	The ability and drive to achieve and surpass targets set for procurement.

<b>Systems</b>	The ability to harness information technology to assist in managing Procurement
<b>Staff Development</b>	Grasps the strategic force of a well trained and developed workforce and their potential in achieving Procurement objectives
<b>Analytical Skills</b>	The ability to visualise, articulate and solve both complex and uncomplicated problems and make decisions that make sense based on all available information
<b>Negotiation Skills</b>	The ability to persuade, influence and explore positions and alternatives to reach the optimum outcomes in Procurement
<b>Financial Acumen</b>	The ability to apply a broad understanding of financial principles and other quantitative information to ensure decisions are fiscally responsible and budget sensitive