

JOB DESCRIPTION

Job Summary:

The Senior Manager, Procurement leads the execution of the Corporation's procurement transactions, tendering and contract administration, ensuring each is carried out independently, transparently and in compliance with the Procurement Policy and the Authority Matrix.

Job Responsibilities:

- Lead and execute the complete procurement process, from requisition and request forms through evaluation of quotations and bids to the issue of precise and compliant Purchase Orders.
- Ensure Purchase Orders align with the Procurement Policy, the approved budget, the Authority Matrix and internal processes, and that no Purchase Order is split to circumvent threshold limits.
- Review requisition orders and verify specifications, scope of work, budget availability and supporting approvals received from requesting departments.
- Apply the correct procurement method for each threshold and obtain the minimum number of quotations or responsive bids required by the Policy.
- Prepare and issue Requests for Quotations, Requests for Proposals and tender documentation, ensuring every vendor receives the same specifications and technical requirements, and handle clarifications, corrigenda and pre-bid meetings on an equal basis.
- Conduct bid receipt and opening where no Bid Opening Committee is constituted, reject late bids, prepare and sign bid opening minutes, and place opened bids in safe custody.
- Prepare evaluation plans and bid evaluation reports, covering preliminary examination, responsiveness, arithmetic corrections, application of the evaluation criteria, comparison of bids and post-qualification.
- Verify bidder qualifications, eligibility and tax compliance, and apply preferential treatment for local bidders to eligible procurements.
- Provide secretariat and administrative support to the Bid Evaluation Committee, including agendas, presentation of bid documents, minutes and record-keeping, and obtain the required declarations from members and bidders.
- Issue the pre-award notice, notification of award, notification of unsuccessful bidders, publication of the award and bidder debriefing within the periods required by the Policy.

- Monitor tender validity periods and process extensions of validity and bid securities.
- Prepare contracts in consultation with the Company's legal officer and ensure their proper execution, filing and safekeeping.
- Administer contract and performance securities, advance payment guarantees, retentions and liquidated damages, and process their release.
- Process contract variations, extension requests and penalties against supporting documentary evidence and escalate to the correct approval authority.
- Monitor supplier and contractor performance against agreed service level agreements, obtain End of Activity Reports on completion, and oversee the contract lifecycle and contract register.
- Support the procurement of consulting services and process emergency procurement requests, applying the method appropriate to the circumstances.
- Maintain the supplier and contractor database and the prescribed procurement filing structure, and compile inputs to the monthly and quarterly procurement reports.
- Coordinate logistics and the customs clearance of goods with the relevant section, and ensure goods and services acquired meet the specifications raised in the Purchase Order.
- Support internal and external audit by providing procurement documentation and explanations.
- Uphold and enforce the Corporation's procurement policies and procedures and identify opportunities for process improvement.
- Supervise, guide and appraise procurement staff and review their work for accuracy and compliance.
- Duties for the Head of Procurement Division on operational matters during absence, within delegated authority.
- Lead process improvement within the procurement function and collaborate with cross-functional teams on evolving procurement needs.

Additional Responsibilities:

- Perform other duties as assigned which are in the best interest of the Company