



### Job Description

Position Title	Sr. Officer Material Management & Organization development
Department	General Administration and Material Management
Reporting To	Senior Officer Procurement
Type of Position	Regular – Full Time

#### **POSITION DESCRIPTION**

We are seeking an experienced and detail-oriented Senior Procurement Officer to oversee and manage the procurement process for computer and laboratory items within our organization. The ideal candidate will possess a strong background in procurement, specifically in the computer and laboratory equipment domain. The Senior Procurement Officer will be responsible for sourcing, negotiating contracts, managing vendor relationships, and ensuring the timely and cost-effective acquisition of high-quality computer and laboratory items.

#### **DUTIES AND RESPONSIBILITIES**

1. Develop and implement procurement strategies and policies specific to specialized purchases such as computer, laboratory, etc.
2. Source potential suppliers and maintain a strong network of reliable vendors for computer, laboratory and other equipment.
3. Conduct market research to stay updated on the latest industry trends, product advancements, and competitive pricing.
4. Evaluate supplier proposals, negotiate contracts, and make recommendations to senior management.
5. Collaborate with internal stakeholders, including IT teams, laboratory and other technical managers, to understand their requirements and specifications.
6. Manage the end-to-end procurement process, including preparing purchase orders, tracking deliveries, and resolving any discrepancies or issues that may arise.
7. Ensure compliance with organizational policies, legal requirements, and industry regulations throughout the procurement process.
8. Monitor supplier performance, conduct supplier audits, and resolve any supplier-related concerns or disputes.
9. Implement cost-saving measures and identify opportunities for process improvements in the procurement function.
10. Maintain accurate procurement records and generate reports for management review.
11. Stay informed about new products and technologies in the computer, laboratory and other equipment market, and provide recommendations on potential improvements or upgrades.
12. Train and mentor junior procurement staff, sharing knowledge and best practices.

#### **REQUIRED JOB QUALIFICATIONS**

Required Qualification	Bachelor's degree in Engineering, supply chain management, or a related field. A master's degree is preferred.
Required Experience	Proven work experience of at least 2 years as a Senior Procurement Officer or similar role, preferably in the computer and laboratory equipment domain.

#### **REQUIRED JOB COMPETENCIES (Technical and Soft Skills)**

S#	Competency	Criticality (High / Low / Medium)
1.	Strong knowledge of procurement principles, practices, and industry trends	High

Revision Date		Version	
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2.	Negotiation and contract management skills	High
3	Ability to build and maintain relationships with vendors and stakeholders	High
2.	ERP	High
3.	Microsoft office (Word & Excel)	High
4.	Analytical, problem-solving & Time Management	High

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Verified By (For HR Only)  
Department

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Line Manager (If Any)

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Head of the

Revision Date		Version	
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