

Job Specification

Job Title:	Senior Procurement specialist
Department:	Procurement Function
Location:	Mantrac BU – Sierra Leone covering Liberia remotely
Reports to:	BU Head

Job Outline:

The Senior Procurement specialist is responsible for handling all Procurement Operations tasks including Procure to Pay (P2P) and Supplier Management activities. This includes converting requisitions into Purchase Orders, provides accurate data and customized reports that support the Procurement efforts and Internal Control compliance requirements, and provides business, organization knowledge & technical expertise to all procurement work processes, policies, and systems. In additions, The Senior Procurement specialist will manage the company's end to end Procurement Sourcing for assigned Spend Categories with the ability to appraise and improve our sourcing activities by analysing the company's spending, supplying partnerships and new possibilities. Responsibilities include proper implementation of Procurement policy, processes, and category strategy. Own procurement results across BU operations and act as the link between Central Procurement Function category teams and the local business unit Procurement leaders. Ensures central procurement strategies are implemented across BUs, CoEs, & Support Service Functions and address local Procurement business needs while developing BU Procurement strategies.

Main Duties & Responsibilities

- **Supervisory:**
 - Lead procurement business reviews with the procurement teams, business users, and suppliers.
 - Performs the gap analysis for the scorecard measures.
 - Analyses sites' results (including business users feedback and requests) and causes of different issues, together with the team members (procurement buyers).
 - Analysis and action plans that lead to Category Strategy deployment (Productivity, Cash Flow....), and Compliance adherence.
 - Defines improvement plans and recommends potential solutions to issues, together with the team members and aligns them with business users.
 - Coordinates (implements and follow up on), at team level, the execution of improvement plans and/or department initiatives.
 - Ensures regular tracking of results.
 - Coordinates the back-up system within the team.
 - Supports successful new scope transition.
 - Builds expertise in procurement category specifics (business users, suppliers, payment terms, freight, legal requirements, tax, etc.) and documents them, with team members' help.
 - Facilitates the deployment of best practices within the team.
 - Ensure Internal Control and Compliance requirements are known and respected.
 - Facilitate work of Central Procurement Function Category teams and BUs, by providing procurement category strategy knowledge and clearly define business needs, and own successful implementation of category strategy across BU's.
 - Any other task appointed by the Manager

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- **Procurement Policy & Processes:**

- **PR2PO:**

- Approve Purchase Orders according to DOA and ensure adhering to Procurement Policy and Procedures.
 - Work with Central Procurement Function Category teams and/or Local Procurement Team as well as Suppliers to get correct pricing, lead times, etc.
 - Change Purchase Orders per revised Buying Requisition / Order Confirmations.

- **Supplier Management:**

- Supplier Registration, Pre-Qualification & Document Handling.
 - Manage Supplier issues appropriately with the Business Users, Central Procurement Category teams and/or Local Procurement Team as well as Accounts Payable.
 - Track and Improve Supplier Performance and develop improvement action plan.

- **Payment Resolution:**

- Ensure blocked invoice resolution on time and facilitate work between procurement, business key users and finance to resolve price and good receipt variances.
 - Support Business and Finance to ensure Payment On Time (POT).

- **Credit Management:**

- Support resolution of claims, credits, returns, and exchanges as per the work plan and credit claims procedure.

- **Procurement Improvement Project Management**

- Lead Payment terms improvement.
 - Improve Supplier performance management.
 - Lead Supplier risk analysis.

Education, Experience, & Skills:

- **General Business Skills & Knowledge:**

- Excellent understanding of Procurement Cycle, Policies, and Procedures.
 - Familiarity with sourcing and vendor management.
 - Knows difference between the types of procurement spend categories as capital, corporate services, IT, etc.
 - Effective influencing/negotiation skills and sustain networking relationships
 - Ability to develop and implement RFI/RFP process and bids.
 - Understanding of market dynamics and sound business judgement
 - Strong numeracy and analytical skills on financial data including P&L.
 - Ability to draw upon local and regional/global networks to obtain knowledge and insights that can create value through alternate procurement strategy and solutions.
 - Solid judgement with ability to make good decisions.
 - Knows well internal control and compliance principles.
 - Differentiates knowledgeably between “operating principles/guidelines” and “policy/rules.”
 - DOA/DA knowledge and use.
 - Written and verbal communication & presentation skills.

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- **Corporate Skills:**

- Understands the Company's organizational structures and how it operates to be able to either perform required follow-up steps or provide follow-up recommendations to others as needed.
- Understands and applies Company Policies: (Conflict of Interest, Gift & Entertainment, Ethical Treatment of Suppliers, Security, Competitive information Collection, Delegation of Authority, Legal Guidelines).
- Protects sensitive information so that suppliers don't use Mantrac for their industry benchmarking efforts.
- Stays up-to-date on latest policy revisions, interpretations.

- **Communication & Interpersonal Skills:**

- Strong reasoning skills.
- Practices active listening skills.
- High Level of personal integrity.
- High degree of autonomy (works with limited supervision).
- Customer Service oriented.
- Practices principles in giving and receiving feedback.
- Learn & apply new information quickly; Anticipate problems before they occur; Take a broad view; find meaningful connections; use logic and intuition to define problems/solutions.
- Able to act as a role model.
- Results and solutions oriented.
- Ownership of the team's results.

- **Project Management Skills:**

- Strong project management and leadership skills (understand where we're headed, engage key stakeholders and energize local team to get there).
- Demonstrates ability to deliver results within scope of responsibilities & meets deadlines.

Tools & Technologies:

- Advanced skills in Procurement systems (ex Axapta and Ecoda)
- Advanced skills in MS Office (Excel, Word, PowerPoint), Internet/Intranet, database systems, E-mail system.

Contacts arising from the Job:

Internal: Business Key Users, Storeroom/Warehouse, Finance, Legal, & Audit.

BU: BUs, CoEs, & Support Service Functions, & BUs Local Procurement Teams

External: Suppliers and Service Providers.

Who does this person report to and in what format?

- Directly reporting to BU Head.

Does the employee need any knowledge of foreign languages to carry out this role?

- Yes. English.

Does this role require international travel?

- Depending on business needs.