

We're looking for:

Position Title	Head - Procurement and General Services
Department	Procurement and General Services
Job Code	HR I27

Job Description

Liaise and coordinate with internal and external parties at the appropriate levels to support and ensure execution and smooth flow of the University's Procurement & General Services department. To direct and develop the Procurement & General Services function with respect to management and maintenance of the University facilities, procurement, office assistance and transportation services in order to provide an efficient working environment for the staff and students of Sorbonne University, Abu Dhabi (SUAD).

- Develop the Procurement & General Services strategy ensuring key initiatives are aligned to the University's strategic plan and communicated to the department.
- Provide leadership to the Procurement & General Services department by directing on the vision and mission of the department, to ensure that all direct reports are aware of what they are required to achieve and how they are performing against their objectives
- Manage the day-to-day operations of the department providing guidance, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards
- Develop direct reports through setting individual development objectives, reviewing performance and providing ongoing formal and informal feedback and appraisal in order to maximize subordinate and departmental performance
- Ensure effective facility management services are developed and monitored with the external service provider in order to maintain fully-functioning campus facilities and appropriate office equipment for staff and students, in line with quality, health and safety standards
- Supervise the efficient provision of general office services, including office reception; mailroom and courier; stationery; office furniture movement; general maintenance and housekeeping etc., to ensure that all staff office needs are met
- Supervise the contract for the provision of transportation services.
- Act as a member of the Procurement Committee to ensure the required governance for the Procurement function.
- Manage the implementation of the Procurement cycle and all related policies and procedures to ensure effective management of the University's purchasing.
- Supervise the development and monitoring of Procurement request for proposal documents and contracts, ensuring effective negotiation with suppliers to obtain quality, timely and cost effective services.
- Support the development of relationships with suppliers in the region to assist the University in obtaining the

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best-priced contracts for services and products the University requires.

- Conduct the procurement process for the insurance requirements of the University to ascertain the best cover in order to meet the needs of SUAD.
- Liaise with the Legal department in order to manage and close contracts with external service providers to ensure compliance to the agreed service levels.
- Liaise with Student Affairs, Communications and Public Affairs departments, etc. to ensure that all facility and logistics support services are managed effectively and efficiently in order to meet the requirements of University campus events, including the provision of additional security, catering, and event props etc.
- Facilitate and generate revenue through third party events, ensuring the provision of facility and logistics support services in a timely and quality manner
- Contribute to the preparation of the divisional budget to ensure considerations of all operational expense in the overall budgeting
- Monitor the department's financial performance versus the set budget so that areas of unsatisfactory performance are identified and rectified promptly and potential performance improvement opportunities are capitalized upon

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Minimum Qualifications:

Bachelor's degree in Business Administration or a related subject

Master's degree is preferred.

Minimum Experience:

8 years General Services & Procurement experience (including facility management, event logistics and procurement) with 2-3 years in a management role, preferably in the Higher Education sector

Job-Specific Skills:

Leadership skills

Communication skills

Relationship building skills

Negotiation skills

Planning and organizing skills

Knowledge of Procurement practices and procedures

Knowledge in accounting

Knowledge of Oracle application

Languages: English and Arabic is mandatory; French is an advantage

We're
looking for:

Conditions

NA

Grade

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Package Details

- Monthly salary range (AED 42930
- – AED 52030)
- Benefits: Annual ticket, education fees

How to apply

<http://www.sorbonne.ae/vacancies/>

Application to be sent by

20/11/2019