

Position Title	Section Head – Procurement
Department	Procurement & General Services
Job Code	HR/41-2021

#### Job Description

To manage the full, procure-to-pay process for all purchasing activities, building effective supplier relationships and planning the supply and demand needs of Sorbonne University, Abu Dhabi (SUAD) to ensure internal customers' needs are met in a cost efficient manner for SUAD.

#### Key Responsibilities:

- Supervise the activities and work of direct reports by providing formal and informal feedback to ensure that all Procurement work is carried out in an efficient manner and in accordance with set individual targets
- Forecast the likely levels of demand for University purchasing through proactive liaison with divisions/departments in the University to ensure supply meets demand
- Supervise the requisition process through Oracle system to ensure smooth workflow of the Procurement cycle from submission of a purchase requisition until issuing a purchase order/contract within the standard timeline
- Ensure the team are identifying internal customers' requests and conducting the necessary review of the market and preferred supplier list in order to obtain the most competitive rates and delivery conditions
- Ensure the preparation of quotation comparison statements with emphasis on price, quality, delivery period and terms of payment, ensuring the smooth running of the process
- Ensure appropriate approvals are made on purchase orders above the level of authority, to enable requests to be submitted to the suppliers as per SUAD policies
- Manage the correct procedures for logging Procurement information accurately onto the system in order to maintain a high level of quality and so that recording is accurate and up-to-date at all times
- Supervise the continuous review of pending orders that have met or over run their original delivery date in order to expedite delivery while keeping the concerned internal customer informed
- Manage and maintain relationships with suppliers to ensure the best possible service and pricing in the market is obtained
- Ensure the identification of opportunities for continuous improvement of Procurement systems, processes and practices, taking into account government and regional best practices, improvement of business processes, cost reduction and productivity improvement
- Implement and follow department policies, processes, standard operating procedures and instructions and ensure direct reports comply so that work is carried out in a controlled and consistent manner.
- Prepare department reports for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards

## We're looking for:

- Prepare department reports for own area of work as required in a timely and accurate manner to meet SUAD and department requirements, policies and standards

### 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.
- Professional Certificate in CIPS (Chartered Institute of Procurement & Supply) is preferred.

#### Minimum Experience:

- 5 years Procurement experience, preferably in the Higher Education sector

#### Job-Specific Skills:

- Knowledge of standard concepts, practices, and procedures within Procurement
- Knowledge of purchase requisitions, request for proposals, request for quotations and the workflow of each
- Knowledge of bid evaluation
- Contract management knowledge
- Leadership skills
- Problem solving
- Analytical skills
- Negotiation skills
- Communication skills
- Knowledge of Oracle application
- Knowledge of accounting
- Languages: English and Arabic is mandatory

### Conditions

NA

### Grade

4

### Package Details

NA

### How to apply

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

### Application to be sent by

02 Nov 2021