

JOB DESCRIPTION

1. JOB DETAILS:

Position Title:	Head of Procurement
Reports to:	Corporate Services Division Director
Department	Procurement Section
Location:	Abu Dhabi, UAE
Grade:	4
Prepared / Revised on:	15 April 2025

2. JOB PURPOSE / ROLE:

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.

3. JOB DIMENSIONS

Number of Staff Supervised:	Direct Reports:	3/4
	Total:	3/4

4. KEY ACCOUNTABILITIES:

Key Priority	Key Activities
<ul style="list-style-type: none"> Day-to-day Operations 	<ul style="list-style-type: none"> Ensure the optimization of all procurement procedures to meet the needs of the university and to align with best practice 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 Ensure that the Delegation of Authority is regularly reviewed and updated to align with DGE and other regulatory authority standards Identify the training needs of the team and collaborate with HR to provide access to all upskilling and other developmental activities
<ul style="list-style-type: none"> Procurement Planning 	<ul style="list-style-type: none"> Forecast the likely levels of demand for university purchasing through proactive liaison with divisions/departments in the University to ensure supply meets demand Prepare the annual Procurement Plan in collaboration with Finance
<ul style="list-style-type: none"> Procurement Cycle 	<ul style="list-style-type: none"> Supervise the Purchase Order process through Oracle system to ensure smooth workflow of the Procurement cycle from receipt of an approved PR 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 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

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4. KEY ACCOUNTABILITIES:

Key Priority	Key Activities
	<ul style="list-style-type: none"> Ensure appropriate approvals are made on purchase orders and contracts in accordance with the DOA. 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 <p>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</p>
▪ Supplier Relations	Manage and maintain relationships with suppliers to ensure the best possible service and pricing in the market is obtained
▪ Internal Customer Relations	Establish and maintain strong, collaborative relationships with internal stakeholders to ensure that both parties work effectively towards common goals
▪ Continuous Improvement	<ul style="list-style-type: none"> Ensure the identification of opportunities for continuous improvement of Procurement systems, processes and practices, in alignment with government and regional best practices, improvement of business processes, cost reduction and productivity improvement Ensure that all audit report findings in relation to procurement practices and activities are addressed with appropriate and timely action and mitigation plans
▪ Policies and Procedures, Reporting and related assignments	<ul style="list-style-type: none"> 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

5. QUALIFICATIONS, EXPERIENCE, & 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 an advantage.

Minimum Experience:

- 10 years Procurement experience, preferably in the Government or Higher Education sector.

Job-Specific Skills:

- Strong knowledge of supply chain management and procurement practices, policies, and procedures
- Strong knowledge of Contract Management.
- Excellent negotiation, interpersonal, effective communication, and organizational skills.
- Strong analytical and problem-solving abilities.
- Leadership skills and Proven ability to lead teams.
- Proficiency in Procurement Software (Oracle, SAP, ADERP, Fusion, etc.) and Microsoft Office suite.
- Attention to detail and high level of accuracy.
- Knowledge of accounting.
- Languages: English and Arabic is an advantage.