

## SKILLS FRAMEWORK FOR MARINE AND OFFSHORE SKILLS MAP - PROCUREMENT MANAGER

<b>Sector</b>	Marine and Offshore			
<b>Track</b>	Production Engineering			
<b>Occupation</b>	Procurement Engineer			
<b>Job Role</b>	<b>Procurement Manager</b>			
<b>Job Role Description</b>	<p>The Procurement Manager leads the procurement function and is responsible for establishing procurement plans, policies and processes required to obtain the materials, equipment and services to deliver on marine manufacturing projects. He/She leads improvement initiatives to enhance the procurement process and timeliness of providing the necessary resources to complete projects on schedule.</p> <p>He has good communication and negotiation skills for engaging vendors and other external parties, and is able to balance the organisation's needs, as the job encompasses a strategic role in selecting new vendors, fostering relationships and managing vendor performance and contract-related processes by liaising with legal and other key stakeholders.</p>			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Drive procurement operations	<b>Key Tasks</b>	
			Formulate procurement policies and workflows	
			Oversee procurement budget and key performance indicators	
			Advise on alternative equipment, parts and materials	
			Verify components' adherence to technical specifications and quality upon delivery	
			Drive procurement capability building initiatives	
	Develop sourcing strategies	Formulate sourcing strategies to support organisation's projects		
		Keep abreast of market trends and developments and modify sourcing strategies		
	Oversee vendor selection and evaluation processes	Develop vendor selection and evaluation workflow and criteria		
		Develop formal bidding processes to facilitate vendor management		
		Review vendor evaluation and recommendation reports		
		Explore potential collaborations with new vendors		
	Manage people and organisational function	Manage long-term vendor contracts pertaining to complex or high-value products and services to foster strategic partnerships		
		Mentor a team of procurement executives		
		Manage department's compliance to risk management framework policies and processes		
		Analyse viability of workplace improvements and change management initiatives		
Participate in negotiations with relevant key internal and external stakeholders				
Analyse financial implications of business strategies to the department				
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Big Data Analytics	Level 5	Leadership	Advanced
	Business Negotiation	Level 5	Data Analytics	Advanced
	Business Presentation Delivery	Level 4	Service Orientation	Intermediate
	Business Proposal Writing	Level 5	Communication	Advanced
	Change Management	Level 4	Lifelong Learning	Advanced
	Conflict Resolution	Level 4		
	Continuous Quality Improvement	Level 4		
	Contract Development and Management	Level 6		
	Corporate Governance	Level 4		
	Crisis Management	Level 4		
	Emergency Response Management	Level 2		
	Financial Budgeting	Level 4		
	Financial Planning	Level 3		
	Manpower Forecasting	Level 4		
	Manufacturing Workflow Management	Level 4		
	Market Research	Level 4		
	Materials Inspection	Level 4		
	Operational Risk Management	Level 4		
	Opportunity Development	Level 3		
	Organisational Performance Management	Level 4		
Procurement Coordination and Policy Development	Level 5			
Procurement Performance Monitoring	Level 5			
Project Coordination	Level 5			

	Project Feasibility Assessment	Level 5	
	Project Quality Management	Level 4	
	Service Excellence	Level 4	
	Staff Performance Management	Level 4	
	Stakeholder Management	Level 5	
	Strategy Development	Level 4	
	Technical Writing	Level 3	
	Vendor Management	Level 5	
	WSH Culture Development	Level 2	
	WSH Performance Management	Level 2	
<b>Programme Listing</b>	For a list of Training Programmes available for the Marine and Offshore sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/marineandoffshore">www.skillsfuture.sg/skills-framework/marineandoffshore</a>		

The information contained in this document serves as a guide.