

SKILLS FRAMEWORK FOR MARINE AND OFFSHORE SKILLS MAP - SENIOR PROCUREMENT EXECUTIVE				
<b>Sector</b>	Marine and Offshore			
<b>Track</b>	Production Engineering			
<b>Occupation</b>	Procurement Engineer			
<b>Job Role</b>	<b>Senior Procurement Executive</b>			
<b>Job Role Description</b>	The Senior Procurement Executive is responsible for managing procurement operations for the organisation's projects. He/She ensures adherence to quality standards in all procurement activities and processes, and further improves the procurement processes by proposing sourcing strategies and suggesting improvement initiatives to enhance the organisation's ability for timely delivery on projects.			
	He typically comes from an engineering background with work experience in production and/or design. He has good communication and negotiation skills for engaging vendors and other external parties, to manage the vendor selection and evaluation processes, as well as vendor relationships and performance. As an experienced worker with both engineering and procurement expertise, he may also be called upon to preparing training materials to develop the team's procurement capabilities.			
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	Drive procurement operations	<b>Key Tasks</b>	
			Clarify product specifications, cost estimation and project logistics	
			Monitor procurement budget and expenditure	
			Manage non-conformities in delivery schedules and products	
			Ensure procurement operations and workflows comply with regulatory safety and quality requirements	
	Develop sourcing strategies	Analyse data to propose changes to procurement policies and workflows		
		Prepare vendor category and spend analysis reports		
		Develop sourcing proposals		
	Oversee vendor selection and evaluation processes	Liaise with key stakeholders on modifications to sourcing proposals		
		Participate in strategic sourcing activities, bid evaluation and vendor selection processes		
		Review and shortlist bid submissions		
		Prepare bid solicitations based on pre-qualification and assessment criteria for vendor selection		
Develop new vendor relationships				
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Big Data Analytics	Level 4	Communication	Intermediate
	Business Negotiation	Level 4	Problem Solving	Intermediate
	Business Presentation Delivery	Level 4	Teamwork	Intermediate
	Business Proposal Writing	Level 4	Lifelong Learning	Intermediate
	Change Management	Level 3	Digital Literacy	Advanced
	Continuous Quality Improvement	Level 3		
	Contract Development and Management	Level 4		
	Crisis Management	Level 3		
	Emergency Response Management	Level 2		
	Financial Budgeting	Level 3		
	Financial Planning	Level 3		
	Manpower Forecasting	Level 4		
	Manufacturing Workflow Management	Level 4		
	Market Research	Level 3		
	Materials Inspection	Level 4		
	Operational Risk Management	Level 3		
	Opportunity Development	Level 3		
	Organisational Performance Management	Level 3		
	Procurement Coordination and Policy Development	Level 4		
	Procurement Performance Monitoring	Level 4		
	Project Coordination	Level 4		
	Project Feasibility Assessment	Level 4		
Project Quality Management	Level 4			
Service Excellence	Level 3			
Staff Performance Management	Level 3			
Stakeholder Management	Level 4			

	Technical Writing	Level 3	
	Vendor Management	Level 4	
	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.