

**SKILLS FRAMEWORK FOR ENERGY AND CHEMICALS  
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Business and Organisational Management					
<b>TSC</b>	Procurement Management					
<b>TSC Description</b>	Manage the ordering, receipt, review and approval of items from suppliers to meet business goals					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
		ECM-BIN-2009-1.1	ECM-BIN-3009-1.1	ECM-BIN-4009-1.1	ECM-BIN-5009-1.1	ECM-BIN-6009-1.1
		Identify procurement requirements to maintain stock control	Analyse the suitable supplier from the approved supplier list to raise requests for quotations (RFQs) or purchase orders (POs) for approval	Develop equipment and materials technical specifications and sources for new suppliers	Lead suppliers' qualification by analysing the value, pricing and performance of suppliers	Drive procurement and supply strategies to maximise cost effectiveness and minimise risks in the supply chain
<b>Knowledge</b>		<ul style="list-style-type: none"> <li>Procurement principles, theories and practices</li> <li>Procurement stages</li> <li>Principles of inventory management and stock control</li> <li>Methods of preparing procurement documents such as purchase orders (POs)</li> </ul>	<ul style="list-style-type: none"> <li>Procurement principles, theories and practices</li> <li>Inventory control policies and procedures</li> <li>Methods of reviewing approved suppliers</li> <li>Methods to determine suppliers' lead time to delivery</li> <li>Equipment and materials qualification policies and procedures</li> <li>Policies and procedures for raising a PO request</li> </ul>	<ul style="list-style-type: none"> <li>Procurement methods and techniques</li> <li>Equipment and/or materials qualification and execution protocols</li> <li>Negotiation techniques</li> <li>Supplier approval processes</li> <li>Legal and commercial compliance principles of purchasing practices</li> <li>Types of terms and conditions</li> <li>Anti-bribery and corruption principles</li> <li>Inspection, testing and acceptance principles</li> <li>Delegation of authority and procurement controls</li> </ul>	<ul style="list-style-type: none"> <li>Equipment specification and selection methods</li> <li>Supplier approval processes and procedures</li> <li>Types of commercial contracts</li> <li>New supplier management processes</li> </ul>	<ul style="list-style-type: none"> <li>Development of procurement and supply chain strategies</li> <li>Procurement economics</li> <li>Contract law</li> <li>Supplier performance measurement</li> <li>e-Commerce methods</li> <li>Supplier auditing techniques</li> </ul>
<b>Abilities</b>		<ul style="list-style-type: none"> <li>Identify procurement requirements</li> <li>Assist in conducting stock inventory checks and audits</li> <li>Record supplies usage data in the stock control system</li> </ul>	<ul style="list-style-type: none"> <li>Conduct inventory checks</li> <li>Apply procurement processes and procedures</li> <li>Raise a RFQ or PO for approval</li> </ul>	<ul style="list-style-type: none"> <li>Review the procurement processes</li> <li>Review and authorise requests for quotations (RFQs) or purchase order (POs)</li> <li>Develop technical specifications of items to be purchased</li> </ul>	<ul style="list-style-type: none"> <li>Validate equipment or materials technical specifications</li> <li>Manage the organisation's procurement policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Endorse procurement policies, standards and procedures</li> <li>Set direction for procurement strategies</li> <li>Lead tender evaluations</li> <li>Negotiate and close out complex deals</li> </ul>

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			<ul style="list-style-type: none"> <li>• Identify potential approved suppliers for the required goods</li> <li>• Receive goods and ensure goods conformed to equipment and materials technical specification</li> </ul>	<ul style="list-style-type: none"> <li>• Source for new equipment and/or materials suppliers</li> <li>• Perform negotiation with suppliers</li> <li>• Raise POs for approval</li> <li>• Sign acceptance for goods delivered</li> <li>• Approve invoices for payment as per the organisation's policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Manage supplier qualification, selection and approval processes</li> <li>• Manage supplier value analyses, pricing and performance reviews</li> <li>• Approve purchase orders (POs) and contracts within the delegation of authority</li> <li>• Approve payments to suppliers</li> <li>• Manage new supplier application processes and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Review and manage contract risks</li> <li>• Review and endorse supplier contracts</li> <li>• Lead supplier performance audits</li> <li>• Evaluate and implement new procurement technologies and systems</li> <li>• Build and manage effective supplier relationships</li> </ul>
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