

SKILLS FRAMEWORK FOR ENGINEERING SERVICES SKILLS MAP – ENGINEER (ENGINEERING PROCUREMENT)						
Sector	Engineering Services					
Track	Engineering Procurement					
Occupation	Procurement Professional					
Job Role	Engineer (Engineering Procurement)					
Job Role Description	<p>The Engineer (Engineering Procurement) is responsible for conducting procurement activities to support engineering projects. He/She is responsible for developing sourcing proposals and conducting vendor pre-qualification and assessment. He typically has an engineering background and is able to translate project requirements into specifications for materials, equipment and services to procure. He manages a team of officers and contributes to the improvement of business operations.</p> <p>He is comfortable in engaging and interacting with vendors and other external parties to fulfil his responsibilities in coordinating vendor selection processes, maintaining vendor contract records and databases, and following up on vendors' deliverables.</p>					
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Develop sourcing strategy	Key Tasks Analyse effectiveness and efficiency of sourcing strategies Develop sourcing proposals aligned to project plans Prepare vendor category and spend analysis reports	Performance Expectations* (For legislated / regulated occupations) In accordance with Building Control Act		
					Oversee vendor selection and evaluation processes	Conduct pre-qualification and assessment for vendor selection
						Clarify bid queries with vendors
	Review and shortlist bid submissions					
	Develop purchase orders and procurement contracts based on inputs from internal stakeholders					
	Monitor vendor performance					
	Drive procurement operations	Implement procurement policies and workflows to comply with regulatory, safety and quality requirements				
		Clarify product specifications, cost estimation and project logistics				
		Determine materials and equipment inventory levels to support project requirements				

		Ensure vendors' conformance to delivery schedules and product specifications		
		Verify components to ensure adherence to technical specifications and quality requirements upon delivery		
		Approve payments to vendors		
		Monitor data on vendor performance to propose improvements		
		Facilitate the use of technology and/or electronic tools and devices		
	Manage people and organisational function	Monitor resource availability to support business operations		
		Monitor team performance by utilising performance management systems		
		Provide inputs on team's recruitment, training and development needs		
		Ensure adherence to planned budgets and financial forecasts		
		Implement risk management plans and risk controls within the team		
		Propose improvements to business processes and operations to drive continuous improvement		
		*Performance Expectations are non-exhaustive and subject to prevailing regulations		
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Building Information Modelling Application	Level 3	Problem Solving	Intermediate
	Business Presentation Delivery	Level 3	Communication	Intermediate
	Change Management	Level 3	Teamwork	Intermediate
	Continuous Improvement Management	Level 3	Creative Thinking	Intermediate
	Contract Development and Management	Level 4	Digital Literacy	Advanced
	Cost Management	Level 3		
	Data and Statistical Analytics	Level 3		
	Engineering Drawing Interpretation and Management	Level 3		
	Environmental Management System Framework Development and Implementation	Level 3		
	Inventory Management	Level 4		
	Learning and Development	Level 2		

	Manpower Planning	Level 3	
	Materials Inspection	Level 3	
	Organisational Resource Management	Level 4	
	Organisational Risk Management	Level 3	
	Procurement Coordination and Policy Development	Level 4	
	Procurement Performance Monitoring	Level 3	
	Programme Management	Level 2	
	Project Risk Management	Level 3	
	Quality System Management	Level 3	
	Staff Management	Level 3	
	Stakeholder Management	Level 3	
	Sustainable Engineering	Level 3	
	Technical Writing	Level 3	
	Technology Application	Level 3	
	Third Party Management	Level 3	
Programme Listing	For a list of Training Programmes available for the Engineering Services sector, please visit: www.skillsfuture.sg/skills-framework/engineeringservices		

The information contained in this document serves as a guide.