

<b>TSC Category</b>	Procurement Management					
<b>TSC</b>	Procurement Coordination and Policy Development					
<b>TSC Description</b>	Design and implementation of procurement strategy and workflow to govern activities relating to sourcing and purchasing of materials as required to deliver on project expectations					
<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>
			<b>EGS-SRM-3003-1.1-1</b>	<b>EGS-SRM-4003-1.1</b>	<b>EGS-SRM-5003-1.1-1</b>	<b>EGS-SRM-6003-1.1</b>
			Apply procurement procedures and support workflow optimisation	Develop procurement Standard Operating Procedures (SOP)	Devise procurement policies and drive workflow optimisation	Transform procurement into an innovative and value-adding process across the organisation
<b>Knowledge</b>			<ul style="list-style-type: none"> <li>Procurement Standard Operating Procedures (SOPs) and processes</li> <li>Basic principles of technical drawings</li> <li>Bill of Materials (BOM)</li> <li>Types of equipment, parts and materials</li> <li>Project timelines</li> <li>Prequalification of vendors</li> <li>Procurement management tools, systems and software</li> </ul>	<ul style="list-style-type: none"> <li>Procurement policies and workflow</li> <li>SOP development procedures</li> <li>Warehousing and inventory management</li> <li>Types of sourcing plans and strategies</li> <li>Contingency planning</li> </ul>	<ul style="list-style-type: none"> <li>Industry procurement best practices</li> <li>Principles of policy development</li> <li>Procurement strategy</li> <li>Relevant regulatory requirements</li> <li>Setting of Key Performance Indicators (KPI)</li> </ul>	<ul style="list-style-type: none"> <li>Organisation's business strategies and objectives</li> <li>Types of organisation level sourcing strategies</li> <li>Organisation's product portfolio</li> <li>Organisation's procurement requirements</li> </ul>
<b>Abilities</b>			<ul style="list-style-type: none"> <li>Draft procurement schedules based on project plan and execute activities accordingly</li> <li>Receive requisitions and request quotations based on specifications</li> <li>Interpret technical drawings and BOM to identify specification requirements</li> <li>Issue Purchase Orders (PO)</li> <li>Maintain procurement documentation, logging relevant information into procurement management system</li> <li>Raise any procurement related issues which might impact product</li> </ul>	<ul style="list-style-type: none"> <li>Translate established procurement policies into actionable items</li> <li>Detail the procurement workflow to develop specific process steps to be followed for frequently procured items and key critical components</li> <li>Apply knowledge of team's capabilities to develop SOP and processes which are fit-for-purpose and ensure quality sourcing for reasonable rates</li> <li>Liaise with legal to finalise documentation</li> <li>Ensure information in procurement</li> </ul>	<ul style="list-style-type: none"> <li>Devise procurement policies in line with the established strategies and relevant regulatory requirements</li> <li>Contextualise the procurement strategy into an actionable workflow</li> <li>Coach key senior executives and key stakeholders of each department on procurement policies and workflows</li> <li>Liaise with other departments to brainstorm improvement suggestions for the procurement workflow</li> <li>Recommend amendments to</li> </ul>	<ul style="list-style-type: none"> <li>Transform procurement strategies to create a seamless experience which enables rather than hinders project execution</li> <li>Build synergies between procurement, engineering and project management to facilitate strategic alignment between departments</li> <li>Highlight procurement policy shortcomings and oversights in terms of catering for current and future product portfolio</li> <li>Mentor the procurement department in how to remedy strategic, policy and procedural misalignments</li> </ul>

**SKILLS FRAMEWORK FOR ENGINEERING SERVICES  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE**

			<p>quality or project timelines</p> <ul style="list-style-type: none"> <li>Gather feedback from other departments on the effectiveness and efficiency of current procurement processes</li> </ul>	<p>management system is updated regularly</p> <ul style="list-style-type: none"> <li>Coordinate with warehousing, engineering and project teams to evaluate future material requirements against existing stock to prioritise purchases accordingly</li> <li>Develop contingency sourcing plans for frequently procured items</li> </ul>	<p>procurement policies by accommodating feedback and improvement suggestions</p> <ul style="list-style-type: none"> <li>Devise contingency sourcing plans for key critical components to ensure business continuity</li> </ul>	
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