

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

TSC Category	Production and Direction					
TSC Title	Procurement for Production Operations					
TSC Description	Manage the procurement of resources and services from external vendors to meet the production needs					
TSC Proficiency Description	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
		MED-SRM-2009-1.1	MED-SRM-3009-1.1	MED-SRM-4009-1.1	MED-SRM-5009-1.1	
		Liaise with vendors for placing orders and deliveries, track procurement, consumption and maintain records for returning materials	Identify production requirements and approve purchase orders (POs) in alignment with budget guidelines	Develop procurement plans, vendor selection guidelines and select suitable vendors considering potential risks	Establish organisation-wide procurement processes as well as policies and criteria for due diligence review, retaining accountability for procurement decisions made	
Knowledge		<ul style="list-style-type: none"> Procurement processes and procedures in the production environment List of preferred vendors and sub-contractors Due diligence processes Contract documentations Understanding of the contract terms Templates and databases for documenting orders and materials received Templates and databases for tracking consumption as well as usage and returns 	<ul style="list-style-type: none"> Organisation policies and processes for procurement Engagement procedures with potential vendors Vendor selection criteria including quality measures Organisation and service provider roles and responsibilities Production processes and typical procurement requirements Cost-benefit analysis 	<ul style="list-style-type: none"> Vendor selection guidelines Critical considerations and procedures in the vendor selection process including background checks, due diligence and contract assurance Contract procurement processes and the obligations of the entity looking to establish contracts 	<ul style="list-style-type: none"> Best practices and industry standards in procurement processes Procurement processes and the obligations of the entity looking to establish a contract including legal obligations Contract law, appropriate to the project and stakeholder engagement 	
Abilities		<ul style="list-style-type: none"> Prepare draft requirement specifications for tenders Compile documents of vendors' proposals to share with relevant stakeholders for review Clarify queries related to proposals and costs Document specific requirements as per the production schedule to 	<ul style="list-style-type: none"> Prepare a draft request for proposal (RFP) to detail the relevant production requirements Respond to non-routine queries related to the RFP Analyse proposals and submissions and assess them against the pre-determined selection criteria 	<ul style="list-style-type: none"> Develop procurement plans based on project procurement needs Provide input on procurement policies and procedures across the suite of processes including request for proposals (RFP), tendering, evaluation and selection 	<ul style="list-style-type: none"> Establish procurement policies and processes Ensure procurement processes conform to external legislation and internal guidelines Approve selection criteria and guidelines to ensure alignment with the production priorities and key considerations 	

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		<p>detail the exact timelines and type of materials and services are needed</p> <ul style="list-style-type: none"> • Create purchase orders (POs) in vendor systems • Clarify queries related to POs from vendors or suppliers • Monitor all open orders with vendors to track delivery or slippages • Check all orders proactively to ensure on-time delivery and quality as per the production requirements • Conduct inventory audits by following the guidelines and checklists • Ensure compliance with all applicable procurement laws and guidelines 	<ul style="list-style-type: none"> • Draft evaluation reports to recommend the most appropriate vendor according to the approved criteria • Approve purchase orders (POs) in alignment with budgetary guidelines • Track all POs issued for timely, on-quality and on-budget order fulfilment • Implement inventory audit and management processes • Check work processes to ensure compliance with procurement laws and guidelines 	<ul style="list-style-type: none"> • Establish vendor selection guidelines based on production requirements, budgets and resources • Develop inventory audit and management checklists • Negotiate with vendors during selection to ensure they meet cost, delivery and quality targets • Assess risks and evaluate potential vendors' viability through relevant audits and test results • Resolve complex delivery, quality or other related problems with purchases and invoices 	<ul style="list-style-type: none"> • Develop a detailed procurement programme to obtain synergies across the procurement activities • Review evaluation reports and endorse recommendations to finalise the selection of vendor • Leverage on supplier management, commodity management and total cost principles to manage the supplier selection process and encourage productive relationships with appropriate suppliers • Lead complex and critical negotiations using extensive professional knowledge and experience of principles and techniques of negotiation in the purchasing cycle • Review vendor performance and make recommendations regarding future relationships with the vendor 	
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