

**SKILLS FRAMEWORK FOR WHOLESALE TRADE
SKILLS MAP - HEAD OF PROCUREMENT/HEAD OF SOURCING**

Sector	Wholesale Trade	
Track	Operations, Procurement and Sourcing	
Occupation	Procurement and Sourcing Manager	
Job Role	Head of Procurement/Head of Sourcing	
Job Role Description	<p>The Head of Procurement/Head of Sourcing drives the formulation of the organisation's procurement strategies and supplier selection processes. He/She also leads operational activities and champions process improvement initiatives in the procurement department.</p> <p>Equipped with excellent leadership skills and strong fundamentals in leading procurement practices, he is able to collaborate with multiple business units across local and regional boundaries to deliver optimal business performance for the organisation. He is result-oriented and able to communicate with both internal and external stakeholders effectively to drive planning of procurement strategies.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Develop procurement plan	Lead development of organisation's procurement strategies to ensure alignment with overall organisational strategy
		Drive relationship building with organisational network and external vendors for optimal procurement transactions
		Guide development of organisation's procurement targets and Key Performance Indicators (KPIs) that are aligned with business development strategies
	Manage seller selection processes	Formulate selection processes and criteria for prospective sellers
		Direct team to source sellers that meet procurement requirements
		Guide proposal development criteria to be used by prospective sellers
		Endorse best sellers for negotiations in accordance with organisation's selection processes
		Direct negotiations of contract terms and conditions with preferred sellers
	Manage procurement activities	Forecast inventory needs based on organisation's business needs and market demands
		Endorse payment to sellers based on verifications of purchased products deliveries and reconciliations
		Devise contract modifications based on seller performance to meet organisation's procurement requirements and quality assurance standards
		Devise organisation's procurement documentation audit procedures to minimise procurement risks
	Drive collaboration of human resource, technology, finance and continuous improvement initiatives	Lead the department's financial budgeting process to acquire funds for the department's activities
		Drive corporate governance measures
		Manage subordinates' professional and career development
Manage department's recruitment and retention efforts		
Lead technology application to improve productivity and innovation		
Develop revised workplace technology approach for productivity improvement and innovation		
Direct review and analysis of work outcomes to determine effectiveness of processes and procedures		
Formulate process solutions to innovate current work processes		

	Technical Skills & Competencies		Generic Skills & Competencies	
	Skills & Competencies	Budgeting	Level 5	Resource Management
Business Negotiation		Level 5	Leadership	Advanced
Business Performance Management		Level 5	Decision Making	Advanced
Business Planning		Level 5	Interpersonal Skills	Advanced
Business Presentation Delivery		Level 5	Problem Solving	Advanced
Change Management		Level 5		
Conflict Management		Level 5		
Continuous Improvement Management		Level 5		
Contract Development and Management		Level 5		
Data Mining and Modelling		Level 3		
Effectiveness Management		Level 5		
Enterprise Risk Management		Level 5		
Innovation Management		Level 5		
Inventory Control		Level 5		
Learning and Development		Level 5		
Manpower Planning		Level 5		
Networking		Level 5		
Operations Risk Management		Level 4		
Order Fulfilment Administration		Level 4		
Organisational Analysis		Level 5		
Procurement Management		Level 5		
Quality Assurance Management		Level 5		
Resource Management		Level 5		
Solutions Design Thinking		Level 5		
Stakeholder Management		Level 5		
Strategy Planning		Level 5		
Supplier Sourcing	Level 5			
Systems Thinking Application	Level 5			
Technology Integration	Level 4			
Vendor Management	Level 5			
Programme Listing	For a list of Training Programmes available for the Wholesale Trade sector, please visit www.skillsfuture.sg/skills-framework/wholesaletrade			

The information contained in this document serves as a guide.