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INVESTING IN THE FUTURE

JOB DESCRIPTION

Position Title: Executive-Procurement	**Band:** JM
Business Group: Oils & Fats	**Business:** Oils & Fats
Department: Supply Chain	**Location:** Berbera, Somaliland
Administrative Reporting: AM – Logistics & Warehouse	**Functional Reporting:**

JOB SUMMARY (Brief about the job)

The role is responsible to support business by ensuring timely procurement of RM/PM while ensuring quality and best service standards. The incumbent is also responsible to ensure that contracts with local and overseas vendors are renewed on time.

ROLES & RESPONSIBILITIES

- To execute Purchase Strategy, Policies, Systems, Processes and Metrics as laid down by Central Purchase, in the Business Unit.
- For servicing the production plan of the business unit in respect of RM/PM.
- To establish MOQ's for RM/PM and the reorder inventory levels based on lead times and consumption.
- To ensure call ups of centrally contracted Purchase Orders are as per production needs.
- For sourcing/selecting and negotiating with suppliers for local purchases including long term contracts.
- To optimize the service and quality elements of contracts, identify areas of improvement, engage pro-actively with suppliers and manufacturing to implement these improvements. Proactively engage suppliers on NPD for ingredients and recipe know how.
- Proactively collect and disseminate as appropriate market intelligence on vendor's, supplies and competition.
- To support initiatives of central purchase in vendor development and material specifications.
- To be directly accountable for development of employees reporting to him and next level.
- To be responsible for implementing Vision and Values of the Group in his Businesses.

KPIS

- Buying within budget prices
- Risk Mitigation of Supplies
- Working capital management
- Material availability

QUALIFICATIONS (Education - Technical Skills - Experience - Certificates)

Education:

- Commensurate Technical or functional qualification with a Management Degree/Post Graduate
- Diploma in Business Administration with specialization in Materials Management / Supply Chain Management / Operations from a reputed Business School.

Work Experience:

- + 5 years of functional experience in FMCG; preferably experience in oil manufacturing companies.

This document covers the main duties of the post which are not limited and restricted to what mentioned but indicative, so that in addition, there are other assigned duties that may be required at any time as per business need and function nature.

COMPETENCIES	
• Manufacturing Operations and Industry Practices • Capacity Planning and Operational Efficiencies • Negotiating Skills • Supply Chain Management Principles • Contract & Vendor management	• Communicating effectively • Self and Team Management • Planning & Decision Making • Customer Centricity • Ownership & Result Orientation

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