



COMMITMENT TO
**CARING
AND
CURING**

PROCUREMENT SPECIALIST / CONSULTANT

We are in search of a suitable individual conversant to carry out a consultancy assignment on the company's procurement processes and procedures. This role requires to observe, streamline and serve solutions to the existing processes by proposing effective mechanisms while aligning with the company's procurement procedure.

Duties & Responsibilities:

- + Perform an in-depth study and assess the existing procurement procedure in compliance with the procurement manual and policies of the organization.
- + Assess the current procurement process and procedures.
- + Provide reports to GCEO and Audit committee.
- + Evaluate sample of procurement transactions executed by the company.
- + Provide recommendations on streamlining the existing processes to ensure efficiency & speed of delivery.
- + Identify cost reduction opportunities by developing long term, alternate & cost-effective methods.
- + Provide recommendations based on the industry and best practices.

The ideal candidate should have the following:

- + Possess a degree or equivalent qualification in Procurement / Supply Chain / Logistic Management / Finance from a reputed university or institute.
- + Having an MBA or PHD would be advantageous.
- + Have 15 - 20 years of commercial experience in procurement processes and practices.
- + Should be an independent freelance consultant free from any conflicting interests.
- + Competent knowledge in Government Procurement Procedure and National Procurement Guidelines would be advantageous.
- + Should be a member of a recognized professional body such as ISMM / CILT / etc.
- + Be computer literate (MS Office package)
- + Possess excellent interpersonal and communication skills.

Should you measure up to the expectations, please forward your complete profile within 7 days of this advertisement. Write the position for which you are applying on the top left-hand corner of the envelope or in the subject line of the e-mail.



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