



## EXTERNAL VACANCY

### SPECIALIST: TENDER & CONTRACTS MANAGEMENT

Applications are invited from suitable and qualifying candidates to fill the Specialist: Tender and Contracts Management position that exists within the Supply Chain Division under the Finance Department.

#### JOB PRIMARY PURPOSE

To manage the procurement process for capital projects and ensure its efficiency, compliance, and cost-effectiveness in line with the Bank's procurement policy and procedures. Manage related contracts to ensure compliance, as well as management of all related risks.

#### KEY JOB FUNCTION

- Participate in strategic sourcing initiatives through leading and supporting sourcing teams across the Bank.
- Monitor contract/ supplier key performance indicators and adherence to undertakings made in contracts.
- Foster cooperative relationships with suppliers and keep abreast of changes in market conditions.
- Monitor adherence to procurement policies, procedures and processes and standards of ethical conduct.
- Recommend improvements in supply chain systems and procedures.
- Keep an up-to-date contract database or register for the Bank.
- Ensure that awarded tenders within a certain threshold have contracts in consultation with user department and Legal.
- Invite suppliers/ contractors, in cases where inspection needs to be done.
- Negotiate prices where necessary.
- Engage with departments to advise on sourcing process and options.
- Liaise with end-users to determine requirements on the projects.
- Provide advice to end-users on suitable items of acceptable quality at most cost-effective prices.

#### QUALIFICATION AND EXPERIENCE

- Degree in Procurement, Supply Chain, Built Environment or equivalent.
- A professional qualification/ registration in supply chain (e.g. CIPS) will be an added advantage.
- Four (4) years' experience in Supply Chain or Procurement

- Experience in a high-volume construction environment will be an added advantage.

## **KNOWLEDGE & SKILLS**

- Integrity
- Risk Management
- Upholding Standards
- Vendor Management
- Budgeting
- Cost Management

## **REMUNERATION**

The Bank offers a competitive remuneration package commensurate with value add and qualifications.

## **DURATION**

Two (2) years fixed-term contract.

## **DEADLINE**

Applications with detailed CV and Academic qualifications should be emailed electronically to the Deputy Director Human Capital Operations on or before the close of business on Friday 23<sup>rd</sup> February 2024 to [recruitment@centralbank.org.sz](mailto:recruitment@centralbank.org.sz)

Applications should clearly indicate the post applied for in the '**subject**' box. Please note that shortlisted candidates will be contacted. Should an incumbent not hear from the Bank within two weeks of the closing date of this communication, please consider application not successful.