SENIOR MANAGER PROCUREMENT

SCHOOL/UNIT: Procurement
SUB-UNIT: Directorate
CLASSIFICATION: HEW Level 8/9
WORK LOCATION: Bandar Sunway, Malaysia

ORGANISATIONAL CONTEXT
Monash University is Australia’s largest university and a member of the prestigious Group of Eight research intensive universities. Monash consistently rates in the top 100 universities in the world.

Monash University Malaysia (MUM) is Monash’s third largest campus, with over 8000 students and 900 staff. We are a comprehensive campus offering degrees in business, engineering, medicine, science, information technology, pharmacy, social science and humanities. We are rated among the very best among universities in Malaysia, and the quality of our research output positions us among the very best universities in Southeast Asia.

MUM provides Monash University with a platform for scholarly engagement with the dynamic Southeast Asia region. We are located in greater Kuala Lumpur, in the Klang Valley, one of the region’s industrial hotspots. We sit in the heart of the rapidly developing economic corridor linking Singapore, Kuala Lumpur, Bangkok and beyond. Our education and research is oriented towards deep engagement with this dynamic social and industrial landscape.

In 2018, we celebrated our twentieth anniversary in Malaysia. During this time we have produced more than 16,000 graduates from more than 70 different countries. We provide a diverse and inclusive scholarly environment.

Monash is a six Star SETARA university as rated by the Malaysian Ministry of Education. This places us in the very top “outstanding” cohort of Malaysian Universities.

For further information see www.monash.edu.my.

POSITION PURPOSE
The Senior Procurement Manager is responsible for managing the end-to-end delivery of procurement strategies and operations to ensure effective governance and optimal procurement decision-making at Monash University Malaysia whilst ensuring the delivery of value for money outcomes. The position is responsible for developing, issuing and evaluating request for proposals, tenders, evaluation and negotiation with external suppliers and providers, awarding of contracts, managing terms of contracts and with responsibility for managing the procure to payment lifecycle.

Reporting Line: The position reports to the President and Pro-Vice Chancellor under broad direction
Supervisory Responsibilities: The position provides broad direction to 2 staff and oversees a team of 2 staff
**Financial Delegation:** Yes, in accordance with the University delegations schedule

**Budgetary Responsibilities:** Yes, in line with Key Responsibilities (approximately RM 450,000)

**KEY RESPONSIBILITIES**

1. Contribute to strategic planning and the achievement of business unit and university goals in the area of procurement and contract management
2. Manage and coordinate all procurement operations in accordance with University policies, procedures and strategic priorities
3. Manage the procurement process for all purchasing - including tendering, effective negotiating and actively managing contracts with external suppliers and providers
4. Provide expert, specialist advice and/or training to senior management, staff, students, and/or other stakeholders in the area of procurement and supply chain
5. Manage and develop a highly trained, motivated and efficient team with a focus on service excellence and the delivery of value for money outcomes for the University
6. Co-ordinate and oversee a work environment of continuous review and improvement of policy and procedure, business practices, operational processes and service provision
7. Undertake research, data analysis and management in areas of procurement, including opportunity analysis, cost efficiency, probity and transparency, and other regular business reporting as required
8. Exercise strong budget management for the area directly managed, and strong budget acumen to support the University's overall budget through sound procurement and value for money procurement
9. Develop and maintain strong partnerships with other relevant schools and units, internal and external stakeholders, including with external suppliers and service providers
10. Manage performance of contracted suppliers through effective contract management, key performance indicators and service level agreements
11. Ensure a high-degree of integrity in the University procurement and supply chain operations, including but not limited to: probity, modern slavery, environmental sustainability and corporate social responsibility

**KEY SELECTION CRITERIA**

**Education/Qualifications**

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive experience and management expertise; or
   - an equivalent combination of relevant experience and/or education/training;
   - membership of CIPS or a similarly recognised professional procurement qualification is desirable

**Knowledge and Skills**

2. Substantial experience in procurement, including knowledge of sourcing and procurement techniques and advanced computer literacy with current procurement systems/technology and related application capabilities
3. Demonstrated experience in a competitive commercial procurement function/s with category, contract and project management skills from a commercial or business background
4. Ability to demonstrate an understanding of procurement category management principles and their application through techniques such as life cycle costing and assessment, delivering effective contracts and realising benefits over the contract lifecycle
5. Highly developed interpersonal and communication skills and relationship management skills, including the ability to interact, influence and negotiate with a variety of stakeholders within and outside the University

6. Highly developed analytical, evaluation and research skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions and optimal procurement decisions

7. Highly developed planning and organisational skills, with experience establishing priorities and allocating resources including motivating and developing a team of professionals to achieve project and organisation objectives

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Ethics, Equal Opportunity, Occupational Health and Safety, Conflict of Interest (including Conflict of Interest in Research), Paid Outside Work, Personal Data Protection, Conduct of Research, and Staff/Student Relationships.