



PROCUREMENT MANAGER

SCHOOL/UNIT	Procurement
SUB-UNIT	-
CLASSIFICATION	HEW Level 7
WORK LOCATION	Main campus

ORGANISATIONAL CONTEXT

Monash University is a modern, global, research-intensive university, delivering education and research excellence in Australia and across the Indo-Pacific. We are making a positive impact on today's global challenges – whether by mitigating climate change, easing geopolitical insecurity or fostering healthy communities. Monash University is Australia's largest university and a member of the prestigious Group of Eight, a group of Australia's eight leading research universities. We have been consistently ranked among the world's top universities, at 42nd globally in the QS World University Rankings and 54th in the Times Higher Education World University Rankings in 2024, reflecting our strong commitment to academic and research excellence.

Monash University is a global university with four campuses in Australia and a campus in Malaysia and Indonesia. In India, Monash Research Academy is a postgraduate research and PhD training partnership with the Indian Institute of Technology Bombay, whilst Monash-Suzhou is a partnership between Monash University and Southeast University focused on world-class research and training in China. The Monash University Prato Centre meanwhile provides a European base for international research and education. Additionally, Monash has extensive international partnerships and study abroad programs with more than 100+ partner universities around the world.

Established in 1998, Monash University Malaysia is Monash's third-largest campus and one of Malaysia's most respected higher education institutions. We were awarded the prestigious "Berdaya Saing" (Competitive) status for the SETARA rating assessment by the Ministry of Higher Education Malaysia in 2022, cementing our position in the very top cohort of outstanding universities in the country. In the same year, we retained our five-star rating for research excellence from the Malaysia Research Assessment (MyRA).

We attract students from Malaysia and all over the world. More than 9,200 students representing approximately 72 nationalities are currently enrolled at Monash University Malaysia, and they enjoy a quality study experience supported by committed staff members. Since welcoming our first cohort of 417 students, we have graduated more than 26,500 students.

We pride ourselves in educational excellence, offering degrees in arts and social sciences, business, engineering, information technology, medicine, psychology and health sciences, pharmacy, and science

across seven schools. New courses in emerging areas, including artificial intelligence, data science, digital business and pharmaceutical science, expand our range of internationally-recognised degrees for a changing world. We invest in constantly upgrading our facilities to incorporate cutting-edge teaching and learning technology to enhance our students' and staff's experience.

In line with Monash University's strategic plan, Impact 2030, our research focuses on issues of national and global significance. We strive to formulate and implement solutions that could mitigate the effects of climate change, promote geopolitical security in the ASEAN region and improve health and wellbeing to enable communities to thrive. Our [research projects](#) and [researchers](#) are making long-term and sustainable impact across health, economics, policy, technology, the environment and society at large. We also offer a broad range of [world-class infrastructure and services](#) to support the needs of the research community and industry.

Our campus is located in Greater Kuala Lumpur, 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 are oriented towards deep engagement with this dynamic socio-economic and industrial landscape.

Monash University Malaysia is committed to delivering quality education and research to address the global challenges of our time, and we have ambitious plans to reach our goals. Join us as we make a positive difference for the betterment of communities worldwide.

For further information, please visit www.monash.edu.my.

The Procurement team, as part of the Finance unit at Monash Malaysia, plays a critical role in facilitating the acquisition of goods and services across the University, ensuring strict alignment with institutional policies and procedures. With a commitment to upholding integrity throughout the procurement process, the Finance and Procurement unit fosters a culture of trust and collaboration among its members. In an increasingly dynamic environment, the unit aims to provide strategic, forward-thinking, and agile professional support, ensuring the University's financial sustainability is maintained.

POSITION PURPOSE

The Procurement Manager plays a pivotal role in overseeing the governance of the Procurement Policy, processes and strategic initiatives to meet the overall university strategies and direction.

This role requires a deep understanding of compliance regulations, and strategic procurement practices to effectively manage tender exercises, contract management, supplier relationships and stakeholders management.

Reporting Line: The position reports to the Senior Procurement Manager.

Supervisory Responsibilities: Not applicable

Financial Delegation: Not applicable

Budget Responsibilities: Not applicable

KEY RESPONSIBILITIES

1. PROCUREMENT STRATEGY DEPLOYMENT

- Spearhead the implementation and development of strategic procurement plans in accordance with the university's policies, procedures, and budgetary requirements
- Source, evaluate proposals and undertake a comprehensive due diligence independently.
- Conduct pricing benchmarking and identify negotiation opportunities to optimize costs associated with campus purchases.

2. SERVICE DELIVERY

- Demonstrate proficiency in independently managing stakeholders by offering procurement solutions to mitigate the risk of non-compliance.
- Enhance procurement processes for recurrent purchases by establishing relationships with new catalogue suppliers and evaluating existing ones.

3. COMPLIANCE AND RISK MANAGEMENT

- Ensure compliance with the university's procurement policy, procedures, and processes, overseeing purchase management (PR/PO) to align with guidelines
- Align Monash University Malaysia with the Modern Slavery initiatives established by Monash University Australia.

4. CONTINUOUS IMPROVEMENT

- Identify and propose any areas for Procurement process simplification and automation.
- Map the tender process in details that will guide the stakeholder to respective Procurement strategy and documentation based on the types of purchases.

5. TENDER MANAGEMENT

- Lead and drive the facilitation of the tender process that aligns with the Procurement Threshold Value and Processes by providing advice on procurement best practices to the campus stakeholder including navigating the stakeholder in completing the necessary Procurement plan, Capex Requisition Plan (Asset purchase) and request for proposal (RFP) documents.
- Collaborate with the project owner/internal/external stakeholder to define the scope of work/specification of the goods or services, as part of tender documents.
- Evaluate the commercial proposal, recommending the best options to the university evaluation panels.

KEY SELECTION CRITERIA

1. Minimum a degree in a relevant field such as Business administration/Management/equivalent with subsequent relevant experience in Strategic Procurement; or equivalent knowledge and skills with minimum of 4-5 years experience in Strategic Procurement
2. Proficient with Microsoft Office and Google Workplace tools. Knowledge or experience with the SAP system, or other project management tools will be an added advantage.
3. Ability to prioritize, multitask, and work under pressure to meet deadlines.
4. Good communication skills; verbal and written with strong influencing skills in managing the stakeholders tactfully to ensure the adherence to policy and procedures.
5. Quick learner and has the ability to cope with any new assignment in a fast paced environment.
6. Proven track record of successful supplier negotiation and tender management.

7. Attentive to details, resourceful and able to work independently as well as work collaboratively with all the stakeholders.

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.