



# Executive Placement



## VACANCY

### CENTRAL MEDICAL STORES TRUST

<b>Job Title</b>	:	DIRECTOR OF PROCUREMENT
<b>Grade</b>	:	MS2
<b>Responsible to</b>	:	Chief Executive Officer (MS1)

#### Overall Purpose of the Job:

The Director of Procurement is expected to ensure the effective and efficient running of all CMST procurement activities through adoption of best practices in procurement in order to adhere to the Public Procurement Act and other related laws, desk instructions and directives to maximize value for money and product integrity in the procurement of medicines and medical supplies and other goods and services.

The role of the Director of Procurement shall include planning, organizing, staffing and managing purchasing and supply chain management for the Trust. The Director of Procurement shall establish policies and procedures and lead initiatives such as cost reduction, strategic sourcing, compliance with spending limits, departmental metrics and reporting. The incumbent shall perform advanced analytical and consultative activities that report and leverage data for all suppliers and analyze new, innovative cost effective ways to reduce expenses and improve productivity.

#### Duties and Responsibilities:

1. Developing and improving procurement systems, processes and policies in support of CMST's vision and mission.
2. Participating in long-term planning including development of strategic plans.
3. Developing and implementing strategic sourcing initiatives, leading identification, qualification, evaluation, negotiation and approval of suppliers, contracts and terms and monitors and acts on supplier performance, championing supplier development, and drives use of preferred suppliers.
4. Leading and overseeing the development of the Annual Procurement Plan (APP) and initiatives geared towards procurement excellence.
5. Ensuring that the APP is adhered to during implementation and progress is reported regularly (monthly, quarterly and annually) to the Chief Executive Officer (CEO) and the Board of Trustees as appropriate.
6. Liaising with the Office of the Director of Public Procurement (ODPP) and Development Partners on technical matters concerning procurement.
7. Initiating procurement audits and facilitating the audit process.
8. Developing annual work plans and budget estimates for the Directorate of Procurement.
9. Leading and overseeing development of specifications for goods and services, bidding documents, advertisements, bid evaluation and contracts management with suppliers and service providers in respect of CMST procurements, and prepares recommendations that are legal, ethical and demonstrate best value for the Trust.
10. Initiating capacity building, staff motivation initiatives and conducting performance appraisals for procurement staff in consultation with the Directorate responsible for human resource management.
11. Advising CMST management on all matters relating to procurement and act as Secretary to the Internal Procurement Committee (IPC).
12. Executing procurement strategies, standards, controls, policies, procedures and performance metrics to effectively and efficiently manage the acquisition and reporting of procurement expenditures across CMST to ensure consistent and high quality and value delivery.
13. Initiating and lead rigorous contract negotiations with contractors, suppliers and service providers.
14. Conducting business review meetings with key stakeholders to assess risk, review future strategies, and identify potential cost reduction opportunities.
15. Maintaining strong working relationships with strategic suppliers to ensure cost, quality, and delivery targets are met.
16. Building market intelligence capabilities on key markets, suppliers and solutions for strategy development purposes.
17. Any other duties as may be assigned from time to time.

#### Job Attributes:

- Excellent team builder and leader with team player abilities and motivating spirit towards the accomplishment of a goal.
- Visionary, honest, with integrity and demonstrated sense of responsibility and ability to comply with professional ethics.
- Excellent interpersonal and communications skills (public speaking, individual negotiations, correspondence).
- Ability to work under pressure and handle multiple tasks within tight deadlines while paying attention to detail.
- Extensive experience and strong understanding of the Malawi Public Procurement legislation and regulations.
- Demonstrable experience working with Government of Malawi and/or Development Partner systems including extensive experience in managing donor-funded procurement project life cycles.
- Understanding/working knowledge of pharmaceutical industry standards and health commodities.
- Highly organized, goal and result oriented.

#### Job Specifications

##### Qualifications:

- Bachelor's and Master's Degrees in Procurement, Supply Chain Management, Business Administration, Commerce or any other relevant discipline from Internationally recognized (accredited) universities; and
- Be a paid up Member of a Procurement and Supply Chain professional body such as the Chartered Institute of Procurement and Supply (CIPS) and Malawi Institute of Procurement and Supply (MIPS).

##### Experience and Skills

- A minimum of 10 years working experience as Director or Senior Manager of Supply Chain, Procurement, or related function.
- Computer proficiency in Microsoft Word, Excel, Project Management, PowerPoint and Internet.
- Ability to coordinate multiple group efforts to achieve objectives.
- Demonstrated strong analytical skills and decision-making ability.
- Ability to conduct effective negotiations and manage complex transactions involving suppliers, customers and all levels of management.
- Demonstrated knowledge and ability to perform financial analysis and budgeting; application of tools and processes to successfully develop & implement supplier arrangements, conducting negotiations to improve processes.
- Demonstrated excellent influencing skills and strong negotiation, analytical and organizational skills.
- Proven ability to effectively partner with diverse groups with different needs and agendas.
- Proven ability to work across functional area boundaries, and to lead multifunctional teams.
- Excellent problem solving and conflict management skills.

#### Executive Placements – DOP/CMST

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Closing date: 4<sup>th</sup> November, 2016.