

JOB DESCRIPTION

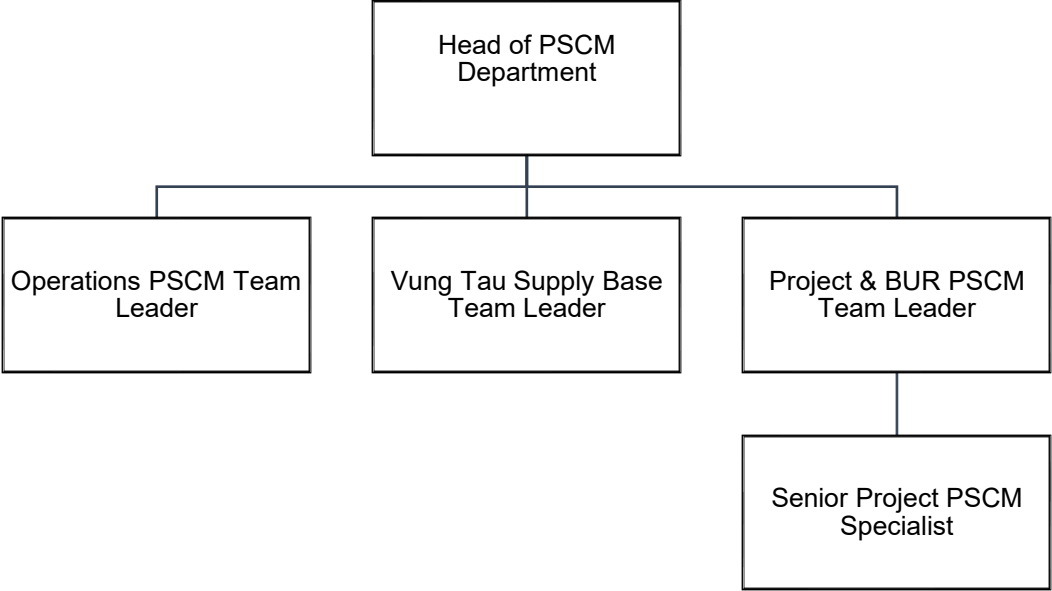
Position	Senior Project PSCM Specialist
Department, Section, Group	PSCM, Zarubezhneft Vietnam

1. Objective of Position

Reporting to Project PSCM Team Leader/PSCM Manager, the post holder is accountable to develop and execute various sourcing initiatives, adding value through their breadth of experience, expertise, and established networks in Vietnam Oil & Gas industry. Develops and executes sourcing strategies in alignment with applicable market sector and commodity strategies. The role includes understanding the local business objectives and desired outcomes, engaging internal customers and building support for the initiatives, understanding options and risks associated with supply chain activities, building supplier relationships in order to achieve superior supplier performance, negotiating commercial terms to deliver best value solutions, and measuring / reporting the value delivered.

Equally important is delivery of all services based on good relationships with suppliers in meeting all Zarubezhneft expectations and requirements in HSE, technical integrity and cost effectiveness in ensuring strict compliance with Procurement policies, principles and relevant governing legislations as PSCs and other related VN laws and regulations.

2. Organization Chart



3. Main Functions	
Direct Functions	
List of tasks, actions and processes performed by the employee holding this position and within his/her sphere of personal responsibility – not involving continuous participation by colleagues, line manager and / or subordinates	
The primary responsibilities of post holder will include, but not limit to:	
<ul style="list-style-type: none"> • Self-manage and provide help, guidance, instructions and supports where necessary to other Project Procurement Team members in contracting and procurement areas to achieve agreed goals and objectives. • Assist the Team Leader/Manager in supervising all project contracting and procurement activities and the implementation of the Project Overall Contract Strategy and Project Procurement Plan. • Works with relevant market sector and commodity managers to implement sourcing processes to ensure delivery of business plans and market sector/commodity strategies. • Analyze business demand, carry out market study and develop adequate sourcing strategies for provision of required goods and services in alignment with applicable market sector / commodity strategies and specific business objectives (both local and global). • Understands business requirements for third party goods and services, especially in Drilling & Completion areas • Develops and maintains a knowledge of relevant supply marketplaces • Be responsible for whole contract management process prior-award including but not limit to: pre-qualification, tendering, evaluation, negotiating, contracting • Assist client group in contract management process after-award, especially in Supplier Performance and Cost Management. • Engages the business and provide guidance on PSCM process and contract risk management • Manages supplier relationships, engagement and involvement • Participates in company networks, sharing information, best practices and lessons learned. • Complete tasks assigned by line managers from time to time. • Strictly comply with Zarubezhneft’s Policy on Combatting Corruption and all relevant procedures of Zarubezhneft Vietnam in the implementation of the Policy 	
Joint Functions	
List of tasks, actions and processes within the area of responsibility of a specific team (department, group etc.), i.e. that are performed through continuous interaction with colleagues, immediate superior and/or subordinates.	
4. Quantitative Indicators of Impact	
Real quantitative / measurable indicators describing the scale of direct impact at this job level:	
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5. Contacts	
With which Company subdivisions and external organizations is continuous interaction required to perform the main functions of this position?:	
6. Regulation of Activities	
International, state and corporate regulations, standards, terms of reference, instructions and rules that must be followed when performing the work:	
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7. Other Job Requirements:	

<p>Education: Level and area of education necessary to perform properly in this position</p>	<p>University Graduate is required.</p> <p>Additional education on business MBA is preferable.</p>
<p>Knowledge / Skills: Special and / or specific knowledge and skills that may be required to perform successfully in this position</p>	<p><u>CORE COMPETENCIES</u></p> <ul style="list-style-type: none"> • Be able to focus effort and prioritise work to deliver business value. • Have a bias for action and proactive business approach. • Anticipate future situations and plans to meet them. • Willingly take the lead when challenges occur. • Be an open and effective communicator • Demonstrate a shared commitment to team success. • Have a respect for others cultures and perspectives. • Demonstrate openness to new ideas. <p><u>PROFESSIONAL AND TECHNICAL COMPETENCIES</u></p> <ul style="list-style-type: none"> • Commercial sense – ensuring quality and cost effective contractual agreements is imperative to the BU’s operation, financial and overall business success. • Procurement Process – Skillful Application • Strategy Development & Application – Skillful Application • Supplier Evaluation & Selection – Skillful Application • Negotiating & Influencing – Skillful Application • Contract Development & Execution – Skillful Application • Supplier Performance Management – Basic Application • Warehouse & Inventory Management – Basic Awareness • Logistic Process – Basic Awareness
<p>Language Skills: Language and degree of competence</p>	<p>Good English skills both verbal and written</p>
<p>Work Experience: Experience that is genuinely required to perform at the above functions at the necessary level</p>	<ul style="list-style-type: none"> • 8 years of experience in procurement & contract area and at least 5 years working in Oil & Gas industry. • Experience in Oil & Gas drilling procurement is an advantage.
<p>Computer Skills: Knowledge of software (standard and/or specialized) necessary to perform the work</p>	<p>Strong computer skills (Outlook, Excel, Word, Power Point, Access, Project, Maximo, Business Object)</p>
<p>8. Special requirements (if any):</p>	

Degree of mobility	
Other	Other training needed: <ul style="list-style-type: none"> • Contract development and management • Training on oil & gas technology and drilling
9. Responsibility	
The Incumbent shall be responsible for non-fulfillment or undue fulfillment of his/her functions and for failure to exercise the rights granted to him/her under the effective legislation, employment contract, internal regulations and this job description. This job description is also used for objective planning	
<p>I am familiar with the job description:</p> <p>_____ / _____</p> <p>(signature of employee) (full name)</p>	