

Job Title:	Procurement Specialist
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Job Level:	Work Location:	Department:
TBC	Ho Chi Minh City	Contracts & Procurement (C&P)
Purpose of Role:	<ul style="list-style-type: none"> This position is responsible for implementing process to procure equipment/materials/spare parts to support FPSO Operations and maintenance activities. Ensure to deliver the best overall value to the Company as measured by HSE, Compliance, Technical Quality, Price, Contractual Risk, Efficiency, and Delivery. 	
Critical Responsibilities (MAE/MATTE/HSEA*): <small>*Major Accident Event (MAE)/ Major Accident to the Environment (MATTE)/ Health, Safety, Environment & Assurance (HSEA)</small>	<ul style="list-style-type: none"> Ensure that all activities are carried out in a safe manner complying with all regulatory requirements, legislation and EnQuest Health, Safety, Environment & Assurance (HSEA Procedures). 	
Ethics and Compliance Responsibilities	<ul style="list-style-type: none"> Ensure that all activities and behaviours are carried out in accordance with EnQuest's Ethics and Compliance Policies and Procedures, and to complete any compulsory compliance training as required. 	
Areas of Accountability, Responsibility and Competence:	<ul style="list-style-type: none"> Maintain compliance with applicable procurement procedures. Maintain compliance with prevailing Governing Regulation and Corporate Business Ethics and Business Process Interpret production schedules, purchase requisitions, orders, and other documents to co-ordinate purchasing activities with the organization's current and anticipated demand for goods and materials Provide advice on procurement processes, tendering process and other ethical code of conducts for effective and efficient procurement. Coordinate with User Departments and relevant department to jointly prepare: Overall contract strategies, Tender plans, ITT's, RFQ's, assist in Technical evaluation & Commercial evaluations & Award recommendations in compliance with POVO Procurement Policy & Procedures Implement Tender Process and coordinate with relevant internal departments in implementing Financial Due Diligent and Anti-bribery Due Diligent Process in accordance Company Procurement Procedures Implement procurement process from commercial bid evaluation to Contract execution and monitor timely issue and approval. Conduct negotiation for best price, delivery, terms and conditions. Work with Legal team when activities encroach on legal aspects Deliver high quality of contracts to comply with Corporate business objective(s) and minimize contractual risks. Implement Contracting Process and monitor timely issue and approval Coordinate and conduct post contractual award activities and assist user groups with Supplier performance management activities including the development of KPI's and regular performance meetings including FPSO & insurances for FPSO Analyse the need for contract modifications and negotiate and issue contract Amendment as required Prepare external correspondence (approval requests, clarifications etc.) to external stakeholders Enhance efficiency by maintaining contact with suppliers and product manufacturers to foster positive working relationships 	

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	<ul style="list-style-type: none"> • Manage NAVA Procurement system to ensure standardization, efficiency, and transparency • Ensure effective communications among procurement disciplines and among internal departments. Update on a regular basis procurement status report as required • Implement standardized document management and control processes to ensure documents are properly • Perform any other C&P duties assigned by C&P Manager
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Critical Skills*, Qualifications, Experience, etc.: *Indicate either preferred or essential	<p><u>Qualifications:</u></p> <ul style="list-style-type: none"> • University degree is preferred. • Certified in Procurement and Supply Chain Management knowledge is preferable <p><u>Skills / experience:</u></p> <ul style="list-style-type: none"> • Minimum 5 years of experience with good knowledge in procuring equipment/materials/spare parts to support FPSO operations and maintenance activities. • Experience in Contract drafting (incl. T&C, Scope and compensation analysis) • Contract Management (progress monitoring, compliance analysis, close-out reporting) <p><u>Knowledge (e.g. systems, software, procedures, regulations):</u></p> <ul style="list-style-type: none"> • Microsoft Office (Word, Excel, PowerPoint) • Strong analytical capability • Proficient in contract drafting and contract management • Good communication skills (both oral and written in English) <p><u>Attributes and behaviours:</u></p> <ul style="list-style-type: none"> • Effective communicator. Ensure clear alignment and understanding of role and objectives to those of the wider organisation • Knowledge related to the industry (Government bodies; transport/logistics suppliers and contractors, etc.) • Have broad knowledge and experience of the practical application of current best practice • Problem solving & apply analytical techniques in decision-making process • Accountability • Able to plan and to react to change in a flexible way • Teamwork
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Reporting Links:	<p>Reporting to: Operations Contracts Team Leader</p> <p>Direct reports (internal employees/external parties):</p> <p>Indirect (internal employees/external parties):</p>
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Last Reviewed or Updated:	11/03/2026
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