

JOB DESCRIPTIONS

1. ROLE DETAILS:		
Position title:	Senior Procurement Assurance Officer	
Reports to:	Commercial & Business Management Group Manager	
Department:	Business Unit	
Function:	Procurement Assurance, Contract Management	
Prepared / Revised on:	May 2026	
2. ROLE PURPOSE:		
<p>Acts as an independent procurement assurance function, separate from procurement execution, to provide objective oversight and ensure integrity, compliance, and transparency throughout the procurement lifecycle.</p> <ul style="list-style-type: none"> • Perform independent reviews of procurement activities to ensure compliance with Company policies, procedures, and applicable JOA & PSC. • Assess procurement processes (e.g., tendering, bid evaluation, and contract award) to ensure fairness, transparency, and integrity. • Identify potential risks, control weaknesses, and non-compliance issues, and recommend appropriate corrective actions. • Review tender documents, evaluation reports, and contract documentation to ensure consistency, completeness, and proper approval. • Assess segregation of duties and adherence to delegated authority throughout the procurement process. • Support the development, implementation, and continuous improvement of procurement policies, procedures, and controls. • Conduct due diligence and compliance checks on vendors, where required. • Provide guidance and advisory support to Supply Chain Management team or End User on compliance-related matters. • Prepare periodic reports on procurement compliance, risks, and key findings to management and HQ. • Promote awareness of ethical standards, compliance requirements, and anti-corruption practices within procurement activities. 		
3. ROLE DIMENSIONS:		
Dimensions:	Role Dimensions:	<ul style="list-style-type: none"> - Acts as an independent procurement assurance function separate from procurement execution. - Conducts procurement compliance and assurance reviews across procurement and contract management activities. - Supports transparency, integrity, and compliance with Company policies, procedures, and delegated authority requirements. - Provides procurement assurance findings and recommendations to management and relevant stakeholders.
	No. of Staff Supervised:	None
4. KEY ACCOUNTABILITIES:		
Description		Key Performance Indicators
1. Assurance		

<ul style="list-style-type: none"> - Perform procurement assurance reviews independently with minimal supervision, ensuring objectivity and adherence to established procurement policies, procedures, and applicable regulations. - Issue timely and well-structured assurance reports that clearly articulate findings, risk assessments, and practical recommendations for corrective actions. - Monitor and follow up on identified non-compliance issues and corrective action plans, ensuring timely closure and sustainable resolution. 	
<p>2. Procurement panel</p> <ul style="list-style-type: none"> - Prepare for and assist effectively in procurement panel, providing independent and documented assurance opinions on procurement strategies, evaluation processes, and award decisions. - Proactively identify high-risk procurement cases at an early stage and escalate significant risks and concerns to relevant management and governance bodies in a timely manner. 	
<p>3. ICMS, Contract management</p> <ul style="list-style-type: none"> - Ensure the accuracy, completeness, and proper maintenance of procurement and contract documentation within ICMS in accordance with internal requirements and audit standards. - Verify compliance with delegated authority limits, approval workflows, and document control requirements throughout the procurement and contract management lifecycle. 	
<p>4. Manage/Update Principles/Procedure</p> <ul style="list-style-type: none"> - Identify where current procurement principles/ procedures fall short of new risks, efficiency and business objectives. - Gather insights from frontline employees who use the procedures daily on what works and what does not. - Determine if changes to procurement principles/ procedures are prompted for improvement. 	

5. FRAMEWORKS, BOUNDARIES, & DECISION MAKING AUTHORITY:

Scope:

- Responsible for conducting independent procurement assurance and compliance reviews across procurement and contract management activities to ensure compliance with Company policies, procedures, delegated authority limits, and applicable requirements.

Challenges:

- Ensuring objective and timely procurement assurance reviews while managing multiple stakeholders, complex procurement activities, and compliance requirements.

Decision Making:

- Provides independent procurement assurance findings, recommendations, and compliance advice to management. Final procurement and commercial decisions remain with the designated approval authorities.

6. COMMUNICATIONS & WORKING RELATIONSHIPS:

Internal:

- All teams, departments and managers in the company

External:

- Contractors, vendors, JOA Partners and Host Government

7. KNOWLEDGE, SKILLS & EXPERIENCE:

Knowledge:

- Bachelor’s degree in laws, finance, logistics, management or other relevant field
- Excellent oral and written communication skills in English
- In-depth knowledge of procurement regulations, contract documents, and legal specifications

Experience:

- A minimum of 3 years’ experience in a similar role and/or procurement

Skills:

- Outstanding negotiation and interpersonal skills

- Skill in the establishment of procurement strategy
- Ability to analyze and solve problems
- English proficiency (oral & written).

8. COMPETENCIES:

- Determines the critical issues, gathers and analyses information from multiple sources, and targets the root cause of problems.
- Generates creative solutions based on a consideration of their impact and implications.
- Strong interpersonal, presentation, communication, conflict resolution and stakeholder relationship management skills to engage others, build consensus and resolve issues
- Develops and maintains professional, trusting, positive working relationships with others at all levels internal and external to the organization.
- Plans and organizes time to work productively and efficiently and maximize the quality and quantity of work.
- Ensures individual priorities and goals are aligned with team and managers plans and needs
- Work independently and self-motivate
- Work under pressure, and cope with interruptions