

# JOB DESCRIPTION

<b>Position Title</b>	Snr Executive, Procurement	<b>Company</b>	Client
<b>Direct Report</b>	Procurement Team Leader	<b>Department</b>	Procurement and Supply Chain Management
<b>Position Group</b>	Senior level	<b>Location</b>	HCMC
<b>Type of Employment</b>	Labor contract		
<b>JOB PURPOSE</b>			
To be in charge of conducting the procurement of goods and services in support of Company operational activities.			
<b>JOB DUTIES /RESPONSIBILITIES</b> <i>(List the essential job duties/ responsibilities that are specific to the position)</i>			
1	Provide guidance to sourcing units on SCM policies, guidelines, and procedures to ensure accurate understanding and implementation of policies, guidelines, and procedures.		
2	Initiate, execute, and monitor the establishment and implementation of Overall Contracting Strategy (OCS) through engagement sessions, and monthly progress meetings and develop tracking mechanisms to ensure timely and effective OCS implementation.		
3	Plan and execute the strategies and follow the guidelines and frameworks for the procurement of <b>bid packages with high value and complex content</b> for Drilling and Exploration requirements in terms of materials and services through projects synergy, contract integration, joint tendering between PSCs & Co-ventures for Economies of Scale (EOS) and in line with Overall Contracting Strategy (OCS) to achieve value savings for the Company while conforming to the established Company regulations, policies, procedures and guidelines.		
4	Perform the execution of procurement operations of <b>bid packages with high value and complex content</b> for the Company, preparation of bid document package, participate in the tendering, clarification & evaluation of tenders, Contract award negotiation, and finalize the documentation of Contract agreement in compliance to Company regulations, policies, procedures, and guidelines to meet project schedules to avoid project deferment.		
5	Respond with solutions on urgent & ad-hoc requirements & resolve issues to provide total quality solutions through optimization of available resources, effective planning and coordination work, evaluation and elimination of business risks or exposure due to the urgent requirements and ensuring no compromise to the quality and/or project schedules.		
6	Prepare Company Tender Committee papers (Contractor Selection Plan, Technical Evaluation Report, Commercial Criteria, Award Recommendation Report, Management Committee paper) in collaboration with end users to meet project schedules to ensure Contractor Selection Plans are according to Company standards.		
7	To lead negotiations and manage the implementation and final resolution of contract and purchase agreements.		
8	Manage the Approved Contract Value utilization and ensure utilization within the Approved Contract Value –i.e. to balance operational requirements and urgency against the need to conform to procedures.		
9	Identify contractual risk and provide sound solutions within acceptable legal and risk frameworks.		
10	Coordinate, review, and monitor the vendor performance by analyzing the Contractor's Performance Review Reports and highlighting the areas of concern, and recommending any improvements required for management decisions to ensure contractors comply with the contractual terms & conditions. Conduct engagement sessions with users and/or contractors to assist in the resolution of issues to ensure no delay or interruption to project execution.		
11	Perform tasks assigned by supervisor.		

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GENERIC ACCOUNTABILITIES	
1	<p><b><u>Good Governance</u></b> Enforce the implementation of applicable Company procedures and guidelines and affect the compliance to statutory and legislative requirements.</p>
2	<p><b><u>HSE Policies</u></b> Enforce the implementation of the objectives and provisions of the Health, Safety and Environment (HSE) policies and undertake appropriate mitigation and/or intervention programmes to safeguard business operations.</p>
3	<p><b><u>Company Culture &amp; Internal Labor Regulation (ILR)</u></b>  <ul style="list-style-type: none"> <li>– Implement distinctive mindset, behavior and culture to achieve high work performance. Promote and instill high sense of Trust – Effectiveness - Discipline that will contribute to operational excellence.</li> <li>– Enforce the implementation of the objectives and provisions of Internal Labor Regulation.</li> </ul> </p>
MAJOR CHALLENGES	
	<ul style="list-style-type: none"> <li>– Ability to work under high pressure with minimal supervision;</li> <li>– Ability to work with details and identify key issues in complex situations;</li> <li>– Multi-functional and able to cope up with diverse job demands;</li> <li>– Working &amp; interfacing within a multi-cultural company.</li> </ul>
QUALIFICATIONS/EXPERIENCES AND SKILLS	
<p><b><u>Qualifications:</u></b> - University/master’s degree in business administration, commercial, technical, or another related field.</p> <p><b><u>Experiences:</u></b> - 5-10-year experience in procurement &amp; contract area. - Knowledge of supply chain management and procurement experience in the Oil &amp; Gas industry is an advantage. - Experience working for or with a foreign-invested company in Vietnam would be beneficial. - Experience working with SharePoint Online, Powers Platform, and Structure Data (SQL Database, Table Data, etc.) is a plus.</p>	<p><b><u>Required Skills/Abilities:</u></b> - In-depth knowledge of Procurement and Contract Management policies, procedures, and systems - Having awareness of commercial aspects, legal disputes, and tendering procedures. - Cultural sensitivity and ability to work within a diverse team. - Good ability to network within the company. - Independent contributor and highly motivated. - Safety and environment focus. - Proficient in the English language. - Excel, Word &amp; PowerPoint: Skillful. - Knowledge of procurement process architecture (purchase requisition creation, RFQ generation, purchase order establishment, etc.) operated on a digital system (ERP). - Ability to interpret Business Intelligent, Analytics Reports, Key Performance Indicators, and Data Visualization in procurement activities. - Knowledge of digital strategies, and digital transformation practices implemented across all stages of the supply chain. - Knowledge of descriptive statistics, data analysis processes such as preparing, wrangling, and exploring data, and methods for extracting, selecting, and engineering data is a plus.</p>