

# ROLE PROFILE

<b>Position Title:</b> Manager Procurement Compliance	<b>Reporting to:</b> Senior Director Procurement & Supply Chain
<b>Business Unit:</b> CEO	
<b>Division:</b> Procurement & Supply Chain	<b>Department:</b> Performance, Quality & Materials Management

## A. ROLE AND CONTEXT

<b>Purpose:</b> This role is responsible to manage / carrying out the review process of Purchase Orders (POs)/ Contracts raised for approval to ensure that they are in compliance with the applicable laws, regulations, policies and procedures and to recommend improvements to the existing procurement processes wherever necessary.	<b>Functional Context:</b> CEO's office works closely with Board of Directors, executive committee and audit committee members to facilitate & coordinate all of CEO's activities & functions The department coordinates all activities related to three key aspects covering purchase, logistics and materials management. Responsible for development and implementation of policies and procedures consistent with organizational requirements to ensure Ooredoo has a purchasing system that meets international best practice standards. This role supports the department to oversee management of warehouse, archiving and logistics.
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## B. ROLE ACCOUNTABILITIES

- Manages the process of gathering information/ documentation to ensure that POs/ contracts being raised for approval are in compliance with Ooredoo's regulations, policies, procedures and management instructions and any applicable laws.
- Participate in the establishing and implementation of key performance indicators relating to Procurement department and support the validation of actual performance on regular basis.
- Oversee the support to the audit functions (internal, external, State Audit Bureau and other regulator audits) in compiling the data requirements/ clarifications, management responses to the audit observations and track and report the progress of implementation of the audit observations on a regular basis
- Ensures that relevant supporting documentations related to POs and Contracts are electronically archived.
- Participate in the development and implementation of policies and procedures consistent with organisational requirements to improve quality and efficiency of the department.
- Review the work of compliance team and provide them guidance during the review process and monitor their performance.
- Provide guidance to procurement staff in relation to saving computation and validate reported saving data for performance monitoring.
- Provide guidance to Procurement staff at all levels to ensure compliance with Ooredoo's regulations, policies, procedures and management instructions and any applicable laws.
- Assist in / or carry out special assignments as instructed by the Procurement Management

## C. SCOPE AND INTERACTIONS

<b>Direct Revenue Responsibility:</b> No <b>Direct Budget Responsibility:</b> No <b>Direct People Management Responsibility:</b> Yes	<b>Primary Interactions (Internal/External)</b>	
	<b>Internal Relationships:</b> Cross Functional	<b>External Relationships:</b> Vendors Business Partners

## D. KEY PERFORMANCE INDICATORS (KPI)

- Timeliness and completeness / accuracy of reporting
- Effectiveness of compliance issues identified, and solutions recommended

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## E. EXPERIENCE, QUALIFICATIONS AND SKILLS

<b>Minimum Experience, Essential Knowledge &amp; Skills</b> 10 years' experience in a similar role. Experience in Quality Assurance Management. Signification understanding of all procurement function including Procurement KPIs Understanding of Audit requirements and has demonstrable experience of conducting audits Knowledge of ISO standards Knowledge of ERP solutions, preferable Oracle Financials Skills	<b>Minimum Entry Qualifications</b> Bachelor's Degree in Business Administration or Engineering or Management <b>Preferred Certifications / Other Qualifications</b> Any Relevant Certifications
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<u>Technical Competencies</u>	<u>Required Level</u>	<u>Behavioural Competencies</u>	<u>Required Level</u>
SUPPLIER MANAGEMENT	Advanced	Building Customer Value	Intermediate
AUDIT & COMPLIANCE	Advanced	Delivering Results & Fostering Collaboration	Intermediate
QUALITY MANAGEMENT	Advanced	Shaping Strategy	Intermediate
PROCESS MANAGEMENT	Advanced	Driving Change	Basic
POLICY MANAGEMENT	Advanced	Networking and Influencing Collaboratively	Basic
		Leading Teams	Basic
<b>Competency Level (Reference Range)</b>	Basic Low	Intermediate	Advanced Expert High