

## **Head of Procurement**

### **Reports To**

Chief Executive Officer

### **Job Overview**

Coordinate all steps in commercial engagement and procurement in accordance with RDA specialist procurement legislation.

### **Responsibilities and Duties**

1. Manage the procurement team
2. Deliver contractual support and advice to the agency
3. Oversee the management of all procurement within the RDA in accordance with the RDA strategic plan and procurement policy
4. Oversee contract management and support to all project
5. Conduct training within the RDA on contractual policy and procedure
6. Promote a more collaborative approach to contracting reducing the need for adversarial contract relationships
7. Manage training of national contractors in the tender and contractual process
8. Oversee the Contract Management System and Contractor Registration and Classification System
9. Review and support development of procurement policy as required
10. Provide technical input into the Business Case process
11. Member of the Senior Management Team

### **Qualifications**

- Master's degree in related or technical field (engineering, QS, programme, project or contract management, business)



- 5 -7 years procurement experience.
- 5 -7 years contract management experience.
- Public sector procurement experience.
- Excellent decision-making and leadership capabilities
- Possess excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software

## **Work Environment**

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorised vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.