

Job Description

Job Title:	Director - Procurement and Supply Chain Management	Company	AceTech Services DMCC
Job reference:		Date of Issue:	24 November 2014

Reporting to:	Managing Director – AceTech Services DMCC
Personnel reporting directly to this position:	Functionally: All Procurement and Supply Chain Managers in the Jagal Group Direct within AceTech: 2 Buyers, 1 Expeditor and 2 SCM Administrator

Purpose / Role

To set the policy and principles of procurement and supply chain with the Board and Group Companies and to manage the operations adopting best practices in sourcing, purchasing & logistics and employing the most qualified people, systems and technologies.

To ensure that AceTech provides its clients within the Jagal group with the range of strategic and operational procurement and supply chain services that satisfies their business needs and to do this to agreed service levels.

Key aims and objectives

- To manage Jagal's procurement and supply chain operations.
- To deliver service excellence to all Jagal Group companies including best practices, technologies and systems
- To develop Acetech procurement & supply chain strategy in conjunction with the AceTech MD, Jagal corporate management and key clients to deliver the results as contained in the AceTech business plan.
- To offer a comprehensive suite of procurement and supply chain services to all Jagal Group companies.
- To develop and ensure adherence to AceTech procurement and supply chain policies and procedures in line with group guidelines in this regard.
- To adopt the highest standards of ethics and integrity through open and fair competition in line with the Group anti-bribery policy.

Prime responsibilities and duties

- To manage the AceTech procurement and supply chain function to provide the following services:
 - developing product specifications & invitations to tender
 - purchase execution
 - logistics
 - inspection
 - arranging trade financing
 - document follow up
 - supplier identification
 - supplier rationalization
 - supplier evaluation
 - implementation of best practices
 - spend analysis
 - contracting and negotiations
 - strategic sourcing
 - performance benchmarking
- Negotiate with suppliers to obtain best terms which optimise quality, delivery, cost, flexibility, quantity and service.
- At all times to operate with the highest ethical standards
- To respect Nigerian regulations on local content.
- To forecast expected client needs for resource planning and budgeting purposes.
- To develop relevant KPI's particularly around cost savings generated
- To develop & retain a team of talented professionals able to support the businesses current and expected needs.
- To monitor macro-market trends for key commodities and be aware of developments in key suppliers and customers through effective supplier and customer relationship management.
- To resolve disputes with regard to quality, quantity, delivery date where the transaction set-up dictates

Other duties

- Participate as a member of the AceTech Services DMCC Management Team
- Liaise with other Jagal Group procurement/ supply chain professionals to develop group-wide standards

Reports

- Status Reports
- Spend analysis
- Key Performance Indicators
- Group monthly report

Key internal interfaces

- AceTech MD
- Jagal Group MDs
- Jagal procurement and supply chain personnel
- AceTech Procurement, accounting and administration staff
- Group CFO
- Group Executive Directors
- Group Executive Chairman
- NB: as this is a high profile and key position, regular interaction with Group Chairman and GEC members will be required.

Key external interfaces

- Key materials and equipment suppliers
- Freight Forwarders
- 3rd party inspection agencies

The Person

- Essential characteristics;
 - At least 10 years senior Procurement/ SCM experience in an energy services international contractor (or equivalent).
 - Member of an internationally recognised Procurement/ SCM professional body.
 - Excellent negotiating and communicating skills.
 - Self-confident and very proactive.
- Important characteristics;
 - Comfortable in dealing with all business processes within the supply chain
 - Experienced in purchasing using trade finance, in particular letters of credit
 - Culturally aware and sensitive
 - International business experience – Nigerian experience not essential but advantageous.
- Compatible domestic circumstances to permit fairly frequent travel to Nigeria.