

<b>SKILLS FRAMEWORK FOR ENGINEERING SERVICES</b>				
<b>SKILLS MAP – ASSISTANT ENGINEER/OFFICER (ENGINEERING PROCUREMENT)</b>				
<b>Sector</b>	Engineering Services			
<b>Track</b>	Engineering Procurement			
<b>Occupation</b>	Procurement Professional			
<b>Job Role</b>	<b>Assistant Engineer/Officer (Engineering Procurement)</b>			
<b>Job Role Description</b>	<p>The Assistant Engineer / Officer (Engineering Procurement) is responsible for providing administrative support for procurement activities. He/She coordinates with internal teams to gather requirements for procurement, interfaces with vendors for managing delivery schedules, and prepares purchase orders. He maintains documents and reports schedules material purchases and deliveries and performs verification of current inventory.</p> <p>He is comfortable in engaging and interacting with internal and external stakeholders, and is able to multi-task in a fast-paced work environment.</p>			
<b>Critical Work Functions and Key Tasks / Performance Expectations</b>	<b>Critical Work Functions</b>	Develop sourcing strategy	<b>Key Tasks</b>	<b>Performance Expectations* (For legislated / regulated occupations)</b>
			Highlight sourcing issues arising from procurement activities	
			Draft sourcing schedules based on project plans	
	Oversee vendor selection and evaluation processes	Maintain sourcing documentation in the procurement management systems	Support pre-qualification and assessment for vendor selection	
		Prepare bid solicitations based on pre-qualification and assessment criteria for vendor selection		
		Prepare reports on assessments of bids received		
		Draft purchase orders and procurement contracts		
		Maintain vendor information and records		
	Drive procurement operations	Implement procurement policies and workflows	Coordinate procurement operations with vendors and stakeholders	
		Initiate and track the status of purchase orders and re-orders to maintain materials and equipment inventory		

		Communicate delivery schedules and product specifications to vendors		*Performance Expectations are non-exhaustive and subject to prevailing regulations
		Process payments to vendors		
		Maintain procurement database and documentation		
		Operate new technology and/or electronic tools and devices		
<b>Skills &amp; Competencies</b>	<b>Technical Skills &amp; Competencies</b>		<b>Generic Skills &amp; Competencies</b>	
	Continuous Improvement Management	Level 2	Communication	Basic
	Data and Statistical Analytics	Level 2	Service Orientation	Basic
	Engineering Drawing Interpretation and Management	Level 2	Problem Solving	Basic
	Environmental Management System Framework Development and Implementation	Level 2	Teamwork	Basic
	Inventory Management	Level 3	Digital Literacy	Intermediate
	Materials Inspection	Level 3		
	Procurement Coordination and Policy Development	Level 3		
	Programme Management	Level 1		
	Quality System Management	Level 2		
	Technical Writing	Level 2		
	Technology Application	Level 2		
Third Party Management	Level 2			
<b>Programme Listing</b>	For a list of Training Programmes available for the Engineering Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/engineeringservices">www.skillsfuture.sg/skills-framework/engineeringservices</a>			

The information contained in this document serves as a guide.