

SKILLS FRAMEWORK FOR ENGINEERING SERVICES SKILLS MAP – MANAGER (ENGINEERING PROCUREMENT)					
Sector	Engineering Services				
Track	Engineering Procurement				
Occupation	Procurement Professional				
Job Role	Manager (Engineering Procurement)				
Job Role Description	<p>The Manager (Engineering Procurement) leads the procurement function and is responsible for establishing procurement plans, policies and processes required to obtain the materials, equipment and services to deliver on engineering projects. He/She leads improvement initiatives to enhance the procurement process and timeliness of providing the necessary resources to complete projects on schedule. He manages a team of senior engineers and ensures efficient business operations.</p> <p>He is comfortable engaging and interacting with vendors and other external parties, as the job encompasses a strategic role in selecting new vendors, fostering relationships and managing vendor performance and contract-related processes by liaising with legal and other key stakeholders.</p>				
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations* (For legislated / regulated occupations)		
				Develop sourcing strategy	Formulate sourcing strategies to support organisation's projects
					Drive collaboration with stakeholders for development of sourcing proposals
	Assess market trends and developments, and optimise sourcing strategies				
	Oversee vendor selection and evaluation processes	Develop vendor selection and evaluation workflow and criteria			
		Develop formal bidding processes to facilitate vendor management			
		Endorse long-term vendor contracts pertaining to complex or high-value products and services			
Develop new vendor relationships					
Drive procurement operations	Formulate procurement policies and workflows to drive compliance with regulatory, safety and quality requirements				
	Establish strategies to ensure reliability of procurement operations in line with project requirements				

		Forecast materials and equipment inventory needs based on organisation's business needs	
		Oversee procurement budget and key performance indicators	
		Drive implementation of procurement improvement initiatives	
		Lead technology application to improve productivity and innovation	
	Manage people and organisational function	Develop strategies for resource planning and utilisation	
		Drive department performance to achieve organisational goals	
		Drive talent recruitment and development for the department in alignment with organisational strategy	
		Manage the department's financial inflow and outflow against allocated budgets and forecasts	
		Validate risk management plans and risk controls to ensure compliance with organisation's risk management framework	
		Manage continuous improvement and change management initiatives for time, cost and quality improvements	
Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
Budgeting	Level 4	Decision Making	Advanced
Building Information Modelling Application	Level 5	Communication	Advanced
Business Performance Management	Level 4	Leadership	Advanced
Business Presentation Delivery	Level 4	Problem Solving	Advanced
Change Management	Level 4	Developing People	Advanced
Continuous Improvement Management	Level 4		
Contract Development and Management	Level 5		
Cost Management	Level 5		
Data and Statistical Analytics	Level 4		
Engineering Drawing Interpretation and Management	Level 5		
Environmental Management System	Level 5		

*Performance Expectations are non-exhaustive and subject to prevailing regulations

	Framework Development and Implementation		
	Inventory Management	Level 5	
	Learning and Development	Level 4	
	Manpower Planning	Level 4	
	Materials Inspection	Level 4	
	Organisational Resource Management	Level 5	
	Organisational Risk Management	Level 4	
	Procurement Coordination and Policy Development	Level 5	
	Procurement Performance Monitoring	Level 5	
	Programme Management	Level 4	
	Project Risk Management	Level 4	
	Quality System Management	Level 4	
	Staff Management	Level 4	
	Stakeholder Management	Level 4	
	Strategy Development	Level 4	
	Sustainable Engineering	Level 3	
	Technical Writing	Level 4	
	Technology Application	Level 4	
	Third Party Management	Level 5	
Programme Listing	For a list of Training Programmes available for the Engineering Services sector, please visit: www.skillsfuture.sg/skills-framework/engineeringservices		

The information contained in this document serves as a guide.