

SKILLS FRAMEWORK FOR ENGINEERING SERVICES SKILLS MAP – SENIOR ENGINEER (ENGINEERING PROCUREMENT)					
Sector	Engineering Services				
Track	Engineering Procurement				
Occupation	Procurement Professional				
Job Role	Senior Engineer (Engineering Procurement)				
Job Role Description	<p>The Senior Engineer (Engineering Procurement) is responsible for managing procurement operations for the organisation's projects. He/She ensures adherence to quality standards in all procurement activities and processes, and further improves the procurement processes by proposing sourcing strategies and suggesting improvement initiatives to enhance the organisation's ability for timely delivery on projects. He manages a team of engineers and ensures efficient business operations.</p> <p>He typically comes from an engineering background. He is comfortable engaging and interacting with vendors and other external parties to manage the vendor selection and evaluation processes, as well as vendor relationships and performance. As an experienced worker with both engineering and procurement expertise, he may also be called upon to preparing training materials to develop the team's procurement capabilities.</p>				
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations* (For legislated / regulated occupations)		
				Develop sourcing strategy	Optimise effectiveness and efficiency of sourcing strategies
					Liaise with key stakeholders on modifications to sourcing proposals
	Oversee vendor selection and evaluation processes	Review vendor category and spend analysis reports to recommend enhancements to sourcing strategies			
		Review vendor evaluations and recommendation reports			
		Lead bid evaluation and vendor selection processes			
Review purchase orders and procurement contracts to identify opportunities for driving strategic partnerships					
Drive procurement operations	Evaluate vendor performance to propose recommendations for future business dealings				
		Ensure procurement policies and workflows comply with regulatory, safety and quality requirements			

		Liaise with project, finance and legal teams to validate product specifications, cost estimation and project logistics		
		Analyse materials and equipment inventory levels to identify future inventory needs		
		Manage non-conformities in delivery schedules and products		
		Advise on alternative equipment, parts and materials		
		Monitor procurement budget and expenditure		
		Analyse historical data to propose changes to procurement policies and workflows		
		Evaluate latest technology trends that can be leveraged to improve productivity and innovation		
	Manage people and organisational function	Acquire and allocate resources to support business operations		
		Drive team performance to achieve department goals		
		Identify recruitment needs and areas for technical and business management training and development		
		Analyse financial implications of business strategies to daily operations		
		Develop risk management plans and risk controls in alignment with organisation's risk management framework		
		Analyse viability of proposed continuous improvement initiatives and drive change management		
		*Performance Expectations are non-exhaustive and subject to prevailing regulations		
Skills & Competencies	Technical Skills & Competencies		Generic Skills & Competencies (Top 5)	
	Budgeting	Level 3	Communication	Intermediate
	Building Information Modelling Application	Level 4	Decision Making	Intermediate
	Business Performance Management	Level 3	Problem Solving	Intermediate
	Business Presentation Delivery	Level 4	Leadership	Intermediate
	Change Management	Level 4	Developing People	Intermediate
	Continuous Improvement Management	Level 4		

	Contract Development and Management	Level 4	
	Cost Management	Level 4	
	Data and Statistical Analytics	Level 3	
	Engineering Drawing Interpretation and Management	Level 4	
	Environmental Management System Framework Development and Implementation	Level 4	
	Inventory Management	Level 4	
	Learning and Development	Level 3	
	Manpower Planning	Level 4	
	Materials Inspection	Level 4	
	Organisational Resource Management	Level 4	
	Organisational Risk Management	Level 3	
	Procurement Coordination and Policy Development	Level 4	
	Procurement Performance Monitoring	Level 4	
	Programme Management	Level 3	
	Project Risk Management	Level 4	
	Quality System Management	Level 3	
	Staff Management	Level 4	
	Stakeholder Management	Level 4	
	Sustainable Engineering	Level 3	
	Technical Writing	Level 3	
	Technology Application	Level 3	
	Third Party Management	Level 4	
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.