## TSC Category
Procurement Management

## TSC
Procurement Coordination and Policy Development

## TSC Description
Design and implementation of procurement strategy and workflow to govern activities relating to sourcing and purchasing of materials as required to deliver on project expectations

### TSC Proficiency Description

<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
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<tbody>
<tr>
<td></td>
<td>EGS-SRM-3003-1.1-1</td>
<td>Develop procurement Standard Operating Procedures (SOP)</td>
<td>Devise procurement policies and drive workflow optimisation</td>
<td>Transform procurement into an innovative and value-adding process across the organisation</td>
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<td>EGS-SRM-4003-1.1</td>
<td>Procurement policies and workflow</td>
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<td>EGS-SRM-5003-1.1-1</td>
<td>SOP development procedures</td>
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<td></td>
<td>EGS-SRM-6003-1.1</td>
<td>Warehousing and inventory management</td>
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<td></td>
<td>Types of sourcing plans and strategies</td>
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<td>Contingency planning</td>
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### Knowledge
- Procurement Standard Operating Procedures (SOPs) and processes
- Basic principles of technical drawings
- Bill of Materials (BOM)
- Types of equipment, parts and materials
- Project timelines
- Prequalification of vendors
- Procurement management tools, systems and software
- Knowledge of organisation’s business strategies and objectives
- Types of organisation level sourcing strategies
- Organisation’s product portfolio
- Organisation’s procurement requirements

### Abilities
- Draft procurement schedules based on project plan and execute activities accordingly
- Receive requisitions and request quotations based specifications
- Interpret technical drawings and BOM to identify specification requirements
- Issue Purchase Orders (PO)
- Maintain procurement documentation, logging relevant information in procurement management system
- Raise any procurement related issues which might impact product
- Translate established procurement policies into actionable items
- Detail the procurement workflow to develop specific process steps to be followed for frequently procured items and key critical components
- Apply knowledge of team’s capabilities to develop SOP and processes which are fit-for-purpose and ensure quality sourcing for reasonable rates
- Liaise with legal to finalise documentation
- Ensure information in procurement
- Devise procurement policies in line with the established strategies and relevant regulatory requirements
- Contextualise the procurement strategy into an actionable workflow
- Coach key senior executives and key stakeholders of each department on procurement policies and workflows
- Liaise with other departments to brainstorm improvement suggestions for the procurement workflow
- Recommend amendments to
- Transform procurement strategies to create a seamless experience which enables rather than hinders project execution
- Build synergies between procurement, engineering and project management to facilitate strategic alignment between departments
- Highlight procurement policy shortcomings and oversights in terms of catering for current and future product portfolio
- Mentor the procurement department in how to remedy strategic, policy and procedural misalignments
<table>
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<th>Quality or project timelines</th>
<th>Management system is updated regularly</th>
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<tbody>
<tr>
<td>• Gather feedback from other departments on the effectiveness and efficiency of current procurement processes</td>
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<td>• Coordinate with warehousing, engineering and project teams to evaluate future material requirements against existing stock to prioritise purchases accordingly</td>
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<td>• Develop contingency sourcing plans for frequently procured items</td>
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<td>Procurement policies by accommodating feedback and improvement suggestions</td>
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<td>• Devise contingency sourcing plans for key critical components to ensure business continuity</td>
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