

**P&O MARITIME
Position Description**

POSITION TITLE	Procurement Officer	DIVISION	P&O Maritime FZE
REPORTS TO	Asst. Procurement Manager	DIRECT REPORTS	Nil
PRIMARY LOCATION	Dubai, UAE	INDIRECT REPORTS	Nil

PRIMARY OBJECTIVE

The Procurement Officer is responsible for:

- cost effective purchasing of complete goods and services for POMS Dubai.
- Responsible for all purchases related to Dry docking (including yard selection)
- Involved in major purchases including yard selection for Dry docking carried out through POMs globally.
- Review procurement function to find out areas of improvements and cost savings and implementation of the same.
- coordinating and administering all procurement activities for POMS Dubai
- assisting the line manager in any other procurement related tasks

DECISION MAKING AUTHORITY	KEY CONTACTS
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Without referral to manager	Contact	Frequency and purpose
<ul style="list-style-type: none"> • Selection of suppliers based on quotations received 	<ul style="list-style-type: none"> • Procurement Officer 	<ul style="list-style-type: none"> • On a regular basis for day to day purchasing issues
<p>After consultation with manager or others</p> <ul style="list-style-type: none"> • Cost allocation for invoices with Supervisors, Marine Superintendent and Technical Manager • Preparation of new supplier accounts • Update Preferred Suppliers listing 	<ul style="list-style-type: none"> • Department Heads • External Suppliers 	<ul style="list-style-type: none"> • As required on any procurement issues • Regular contact to establish relationships, organise quotes and follow up requisitions where required
<p>Referred to manager or others</p> <ul style="list-style-type: none"> • Authorisation of specialised equipment/parts for vessels with Senior Supervisor and Technical Manager • Review of supplier contracts • Update purchasing policies, systems and processes 	<ul style="list-style-type: none"> • Technical Supervisors / Manager • Finance 	<ul style="list-style-type: none"> • As required to discuss cost allocation of invoices and to authorise higher than budgeted expenditure on specialised ship parts. Regular contact to advise on order status • Regular contact to provide invoices for payment

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KEY ACCOUNTABILITIES		
Key Result Division	Major Activities	Performance Measures
Purchasing function	<ul style="list-style-type: none"> • Adhere to Company's purchasing strategies and procedures to meet vessel, shore facility and office goods and services requirements • Ensure requisitions from supervisors and managers for goods or services are received, processed and controlled, purchase orders are prepared and distributed to suppliers timeously and correct data entry is made of all purchasing details • Negotiate price / discounts; • Prepare quote evaluation analysis for recommendation to Purchase Committee / approving authority • Prepare purchase orders and distribute to suppliers • Data entry of all purchasing details • Monitor the receipt of goods and services and follow up with key contacts where required • Periodically provide Managers with order status • Process invoices accruals and forward to Accounts Payable on completion • Liaise with key contacts to ensure accurate cost allocation of invoices • Prepare periodical reporting: <ul style="list-style-type: none"> - requisition status reports - invoice status reports • - Open PO reports and clearing o/s PO's on a timely basis • Provide training to the Store Keeper in the purchasing function 	<ul style="list-style-type: none"> • Timeliness and cost effectiveness of purchases of supplies • Timeliness of action on receipt of requisitions • Accuracy of purchasing system data and cost allocations • Evidence of regular order status reports to contacts • Evidence of timely and accurate invoices and accruals received by Accounts Payable • Timeliness and accuracy of reports • Competent Store Keeper
External Supplier Contracts/Arrangements	<ul style="list-style-type: none"> • Establish and maintain strong relationships with key suppliers to ensure the delivery of quality goods and services within budget • Identify regular procured goods/ & services for frame agreements, introduce suppliers and implement frame agreement. • Maintain contracts with suppliers for goods or contract labour to meet vessel maintenance and repair requirements • Preparation of new supplier accounts once approved by Fleet or Regional Manager 	<ul style="list-style-type: none"> • Quality, cost effectiveness and timeliness of goods and contract labour provided by suppliers • Evidence of strong and effective relationships with suppliers • Timeliness and accuracy of newly created supplier accounts
Vendor Management	<ul style="list-style-type: none"> • Develop and maintain supplier prequalification lists and feedback to any/all 	<ul style="list-style-type: none"> • Supplier pre-qualification reports

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Key Result Division	Major Activities	Performance Measures
	<ul style="list-style-type: none"> vendors that do not meet POMS requirement • Analyse vendor performance data regularly, communicate and communicate and advise POMS management best course of action in order to maintain strategy and vision for sourcing strategies • Time to time develop new suppliers in order to save cost and improve quality 	<ul style="list-style-type: none"> • Supplier scorecard reports for supplier base and supply chain performance
Logistics	<ul style="list-style-type: none"> • Monitor order expedition and provide support to Purchasing Officer as required; • Ensure that optimal legal approach is used to facilitate/expedite import/export deliveries; • Develop understanding and constantly review import/export requirements of countries of operations; • Review performance of Clearing and Forwarding Agents. 	<ul style="list-style-type: none"> • Minimal delays on processing of purchase orders and delivery of goods • Minimal delays in import/export and delivery of goods • Evidence of audits of agents
Stores Management	<ul style="list-style-type: none"> • Ensure the handling, documenting, storage and transportation of hazardous materials is done in accordance with the prescribed health and safety standards. • Ensure that MSDS (Marine Safety Data Sheets) for all hazardous materials within and around store premises are at all times up to date in data file ready for immediate use. • Ensure the warehouse, records area and stores areas are maintained in a neat and orderly manner. • Ensure deliveries are properly arranged and placed in their proper location inside the store and the store inventory system is kept up to date. • Ensure monthly internal stock-takes are carried out and the stock management system is updated. 	<ul style="list-style-type: none"> • Warehouse performing function to satisfaction of internal clients • Hazardous goods stored, handled and transported in accordance with prescribed standards • Warehouse and stores area neat, clean and orderly • Goods received function carried out correctly • Uninterrupted supply of fuel to meet operational requirements • Evidence of accurate and regular stock takes
Occupational Health, Safety and Environment Compliance	<ul style="list-style-type: none"> • Maintain awareness of and compliance with health and safety policies and procedures to maintain a safe working environment • Take corrective action within delegations authorities to remedy safety hazards or risks and restore a safe working environment. Refer to Manager as required. 	<ul style="list-style-type: none"> • Adherence to company policies and compliance with safety audits • Timeliness and effectiveness of corrective action or referral
Quality Compliance	<ul style="list-style-type: none"> • Maintain awareness of and compliance with company Quality Control / Compliance policy and ISM Standards 	<ul style="list-style-type: none"> • Evidence of adherence to P&O Maritime policies and

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Key Result Division	Major Activities	Performance Measures
	<ul style="list-style-type: none"> Maintain all files and records in an accurate manner to ensure ease of retrieval of information 	<ul style="list-style-type: none"> Accuracy and accessibility of records and data

COMMON PERFORMANCE OBJECTIVES & STANDARDS	
Performance Objective	Performance Standard
Ownership and Accountability	<ul style="list-style-type: none"> Diligence in completing the expected amount of work. Reliability on carrying out instructions and completing tasks within allocated time periods Complying with quality expectations Demonstrating judgement and ingenuity, in the absence of firm guidelines/rules The ability to work under pressure and meet deadlines Delivering work which is accurate and with sound attention to detail
Customer Focus	<ul style="list-style-type: none"> Provides high standard of service to internal and external customers (quality, productivity, timing, feedback, etc.)
Training, Education and Development	<ul style="list-style-type: none"> Understanding of job requirements, and mastery of skills and techniques to meet them Demonstrate willingness to learn new skills/processes; and takes the lead in own development
Fairness and Respect	<ul style="list-style-type: none"> Maintains dignified, honest and harmonious relationships with all colleagues, managers and clients Able to co-operate and act in the best interest of the Company, in spite of differences with other individuals or departments
Communication	<ul style="list-style-type: none"> Ability to convey information simply and effectively Ability to keep information confidential where necessary <p>Ability to generate own correspondence and keep records thereof</p>
Commitment	<ul style="list-style-type: none"> Demonstrates high motivation levels and loyalty

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	<ul style="list-style-type: none"> • Ability to perform tasks independently and without unnecessary assistance • Willingness to co-operate and work constructively in a team • Maintains acceptable and punctual attendance and work time behaviour
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KEY CHALLENGES	SELECTION CRITERIA
<ul style="list-style-type: none"> • Identification of the unique issues in the operation of the fleet in the Middle East and their effect on the purchasing of appropriate equipment for vessels 	<p>Qualifications and experience</p> <ul style="list-style-type: none"> • A minimum of 8-9 years of service in an organization in shipping industry/vessel operation. • Knowledge of clearing and forwarding & UAE Market, a thorough knowledge of the procedures and policy, good judgment, negotiation & analytical skills • An engineering qualification preferably Marine or Mechanical. • Tertiary qualifications in procurement or a related discipline • Proficiency in Microsoft Office and purchasing applications. Experience with AMOS would be an advantage • Experience working in a fast-paced administrative environment <p>Key attributes</p> <ul style="list-style-type: none"> • Well-developed communication and interpersonal skills • Well-developed negotiation skills • Strong organisational skills • High level of accuracy and attention to detail • Effective analytical and problem solving skills

BUDGET/EXPENDITURE
Not applicable

Employee Name _____

Signature _____ Employee ID _____

Manager Name _____

Signature _____ Date _____