

## Job Description – Procurement Specialist

### Position Details

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| <b>Position Title:</b>            | <b>Procurement Specialist</b>  |
| <b>Division/ Centre:</b>          | Finance & Governance   |
| <b>Department:</b>                | Procurement  |
| <b>Campus Location:</b>           | Based at the Saigon South campus, but may be required to work and/or be based at other campuses of RMIT Vietnam. |
| <b>Job Grade/ Classification:</b> | <b>PSV7</b>  |
| <b>Time Fraction:</b>             | 1/1  |

### RMIT University

RMIT is a global university of technology, design and enterprise. Our mission is to help shape the world through research, innovation, teaching and engagement, and to create transformative experiences for our students, getting them ready for life and work. One of Australia's original educational institutions founded in 1887, RMIT University now has 82,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and practical education, applied and innovative research, and engagement with the needs of industry and the cities in which we are located. With three campuses in Melbourne (Central Business District, Brunswick and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, Sri Lanka, Belgium, Germany, Austria and The Netherlands, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 129-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates. We are a 5-Star university under the QS Stars international evaluation system, and are 21st in the world among universities less than 50 years old (2015 QS Top 50 Under 50 index).

RMIT features among the world's top 200 institutions in 13 of the 30 subject areas in the 2015 QS subject rankings. We are among the world's top 100 universities in Art and Design; Architecture and the Built Environment; Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Aeronautical and Manufacturing); Computer Science; and Business and Management Studies. The University's research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

[www.rmit.edu.au](http://www.rmit.edu.au)

### RMIT Vietnam

RMIT University Vietnam (RMIT Vietnam) is a campus of RMIT University. RMIT Vietnam is creating innovative research, teaching and learning culture. We are committed to providing internationally recognised high-quality education and professional training for our students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam is assisting in the development of human resources capability in Vietnam and the region.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. Given its international profile, RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET)

and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. The academic programs span from vocational English through to undergraduate, post-graduate and Ph.D. programs. All teaching at RMIT Vietnam is in English.

[www.rmit.edu.vn](http://www.rmit.edu.vn)

## Position Summary

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The Procurement Specialist is responsible for the source-to-contract process of central procurement activities including strategic sourcing projects and establishing frame contracts with preferred vendors for university supply. Efficiently guiding the stakeholders and vendors through the source-to-contract process to achieve best probity practice, process compliance outcomes and the best value of money objectives of the approved procurement plan. The position is responsible for supporting the Category Manager(s) in developing and implementing procurement strategies for the assigned categories.

## Reporting Line

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Reports to: Senior Manager, Strategic Sourcing

Direct reports: n/a

## Organizational Accountabilities

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RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge, and the knowledge of their staff, is up to date.

## Key Accountabilities

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The Procurement Specialist is responsible for delivering effective and efficient procurement practices. These responsibilities include but are not limited to:

### 1. Strategic sourcing

- Lead the assigned sourcing projects, including all key steps such as strategy development in consultation with assigned Category Manager, supplier selection, evaluation, supplier negotiation, award recommendation and supplier contract execution;
- Conduct appropriate market analysis, spend analysis and stakeholder consultation to develop effective market strategies that will inform the procurement plan to deliver the universities requirements;
- Ensure that the probity associated with the source-to-contract process is never compromised by paying particular attention to critical paths in the process including but not limited to the development and execution of the market strategy, bidders list, evaluation criteria and evaluation panel membership;
- Negotiate the most appropriate contract to deliver the universities requirements based on sound procurement principles linked to total cost of ownership, value creation and risk mitigation;
- Ensure that the RMIT Legal and other SMEs is engaged at the appropriate points in the process for efficiency and quality of outcome;
- Ensure that contract outcomes are fully documented in accordance with procurement procedures, awarded on time and that the outcomes are clearly communicated to all parties involved and internal stakeholders;
- Effectively implement the strategic sourcing project through Workday Strategic Sourcing module;
- Search for, evaluate, qualify and partner with trustworthy vendors to support Commercial Procurement Manager set up the vendor pool database;
- Ensure procurement reports are generated timely as required for monitoring purpose;
- Develop procurement insights to drive towards cost reduction and continuous improvement;
- Other procurement related tasks assigned by Senior Manager, Strategic Sourcing.

### 2. Stakeholder management

- Build effective relationships and trust with key stakeholders to understand their needs to develop suitable market strategy;
- Provide expert advice to Staff on general procurement and strategic sourcing, to encourage innovative practices, compliance;
- Collaborate with the other team members and cross-functional working groups to achieve a high-level of performance, integration and consistency in procurement across the categories.

### 3. Compliance & Probity Management

- Maintain sustainable procurement practices aligned with leading practice systems, process, policy, financial integrity and probity, protecting the credibility of the central procurement function;
- Ensure probity, transparency and compliance in all procurement activities;
- Identify, take action upon actual or potential risks in the course of operation and report to management for high-risk areas;
- Evaluate on a regular basis the effectiveness of relevant processes and controls for continuous improvement.

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### Key Selection Criteria

1. Track record experience of developing and delivering commercial objectives, experience in construction management/ICT sector is preferred;
2. Experience in contract management is a plus;
3. Experience in utilising standardised policy and procedure while still delivering optimum commercial outcomes;
4. Strong, demonstrated analytics experience in a large and complex environment;
5. Demonstrated ability to work with detail, analyse data in an organised and objective manner and determine actions based on data analytics and insights gathered, and to develop opportunity assessments from complex data sources;
6. Proven capability to manage key stakeholders at all levels effectively;
7. Effective working relationships in cross-functional teams in matrix environment;
8. Proven capability to drive and manage changes, with a customer-focused and result-oriented mindset;
9. Ability to work in a fast paced, lean team environment with the associated flexibility;
10. Excellent written and communication skills including ability to develop and deliver presentations;
11. A good fit into the RMIT Behavioural Capability Framework (Connectedness, Commitment to Excellence – Improve and Simplify; Imagination and Innovation; Impact; Inclusion; Agility).

### Qualifications

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Relevant qualification in Business, Engineering, Project Management, Business Law or a related field.

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### English Proficiency

English is the language of teaching and communication at RMIT Vietnam. For this role, the minimum requirement is IELTS General with a score of at least 6.0 (or equivalent, as outlined in the Recruitment, Selection and Onboarding Guidelines).

For any role, English Language Proficiency may also be proven by showing successful completion of secondary education to a level qualifying to enter university study while being instructed through the medium of English, as per the RMIT University recognised qualification list.

### Work Permit

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All foreign employees must adhere to the requirements for obtaining a valid visa and work permit in Vietnam. These requirements are mandated by the Government and may be over and above the mandatory requirements and key selection criteria. Work permit requirements are subject to change.

RMIT Vietnam accepts zero tolerance to non-adherence of the immigration laws of Vietnam.

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| <b>Endorsed:</b> | Signature: | <b>Approved:</b> | Signature: |
|                  | Name:      |                  | Name:      |
|                  | Title:     |                  | Title:     |
|                  | Date:      |                  | Date:      |