

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

The Procurement Assistant provides technical support to the Business in the acquisition of material and services, through Purchase Orders and Call off orders with focus on requirements from Core business technical operations.

#### Main Mission/Result Area

#### PRIMARY ACCOUNTABILITIES

- Ensure full compliance to the Procurement and contracting procedures and support end users to follow same
- Applying the total cost of ownership principle in the acquisitions of goods and services.
- Issue requests for quotations and ITTs to potential vendors, followed by bid analysis and vendor selection.
- Carry out commercial negotiation in tenders.
- Apply the total cost of ownership principle in the acquisitions of goods and services.
- Issue Purchase Orders to vendor(s) selected for the award.
- Follow up inspection services (hydro test, welding, run tests of mechanical equipment) for all engineered equipment manufactured for the Company around the world including but not limited to production equipment (Generators, Turbines, Compressors, industrial and marine engines, high pressure pumps, etc.).
- Carry out contractor capability assessments or HSSE audits with HSSE Department, as required.
- Carry out supplier performance assessments, as required.

- Provide support to SCM Team members and to inventory management team when relevant.

### **HSSE Accountabilities**

- Participate in all HSSE intervention schemes (APIPP, Incident reporting, site visits) and awareness sessions (HSSE Meetings, events and trainings) to maintain and improve Company HSSE culture and performance.
- Understand the emergency procedure and the related requirements.
- Lead as a role model to improve HSSE engagement within direct team, section, and department.

**The incumbent may perform other related duties as assigned.**

### **Key Challenges**

- Understanding SCM processes and procedures.
- Ability to work accurately and timely with minimum supervision.
- Knowledge of market conditions, sources of supply and available commodities.
- Ensure that all purchases are made within the proper business guidelines established by the company.
- Maintain an ethical business relationship with all vendors at all times.
- Coordinate and communicate with user departments, making prioritizing and planning a challenge.
- Reduce supply lead times to meet business needs and managing the tension between delivery schedules and inadequate requisitions lead times.
- Spot and correct inadequate information on requisitions, e.g. inadequate specifications.
- Work under pressure.

### **Competence & Requirements**

- Minimum Bachelor's Degree in engineering or business discipline.
- At least 2 years' experience; in EP operations, Contract and Procurement or Logistics an added advantage.

- Certification in Purchasing & Supply (CIPS) or related SCM certification is a plus.
- Proficiency in Influencing and negotiation skills; able to represent Terms & Conditions to an audience.
- Excellent communication skills, with ability to read, write and speak in English and French.
- Engineers newly out of school with 2 years' experience,
- With a financial background with 2 years' experience.
- Proficiency in Excel, Word and Power Point.
- Knowledge of Incoterms 2010 Rules.
- Fast learner and a good team player.
- Excellent presentation and reporting skills
- Have a high ethical and moral character.
- Ability to work with people of diverse cultural background.
- Highly customer focused. Paying attention to details to ensure nothing slips through the cracks.

*All interested candidates should submit a CV and cover letter*

*to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com](http://www.tefonservices.com)*

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