



MCAST

## Job Description

Job Title	<b>Director Procurement</b>
Department/Institute	<b>Procurement</b>
Reporting to	<b>Deputy Principal – Administration</b>
Main Objective	<b>To manage &amp; effectively coordinate the procurement process of the College</b>

1. Develop and communicate a procurement business plan; establish, communicate and implement long-term goals for the department in order to promote effectiveness and efficiency.
2. Develop, communicate and administer procurement team performance and development plans and appraisals.
3. Serve as the primary contact for procurement related questions, training, policy and procedure interpretation and alignment by all departments.
4. Oversee contract development and administration.
5. Develop and implement procurement-related training programs for the procurement team and organization.
6. Manage current procurement policies, procedures and programs with a focus on their ability to enhance organizational value and efficiency; meet regularly with respective departments regarding procurement for their understanding and/or recommendations to enhance policies, procedures and develop, communicate and implement new/revised policies, procedures and programs as needed.
7. To establish a good relationship with all members of staff thus ensuring that they are motivated to work to the maximum of their capabilities;

8. To make recommendations to senior management on measures that could be taken by the College to create a working environment that motivates employees to attain high levels of efficiency;
9. To ensure a high quality / standard of work and service throughout;
10. To direct junior officers in meeting their work objectives;
11. To maintain up-to-date knowledge of good practice and legislative developments in procurement;
12. To manage the procurement staff and other resources effectively;
13. The list is not exhaustive and management may add or change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.