

Job Description

■ **Job/ Position details**

1. **Job Identification Number (JID): Pro-2207**
2. **Job Grade (JG): (TBA)**
3. **Job Level (JL): (TBA)**
4. **Job Title (JT): Procurement Engineer**
5. **Reports to: Procurement Supervisor/Procurement Manager**
6. **Company (Group Business Unit): MEET**
7. **Location and/or Site: MEET Group**
8. **Division/Directorate: Procurement**
9. **Department: Procurement**
10. **Section: Procurement**

I/1- Summary:

- Handles local and foreign procurement functions assigned to him by his superiors.
- Prepares studies, analysis and comparisons of local and foreign suppliers to build a validated data base on competitive suppliers.

I/2-Principle Accountabilities:

1. Handel the work of local and/or foreign procurements processes according to the established procedures to meet the company's needs and requirements as assigned to him by his superiors.
2. Collects all information needed for offers obtained from suppliers as guidance obtaining the best quotations to review with his supervisor to implement the most appropriate ones.
3. To issue the necessary orders of materials after checking prices, delivery dates and lead times.
4. To prepare applications for letters of credit to the banks to be approved by Procurement Manager before being send to Finance for further handling.
5. To follow up all the procedures/processes and documentation and authorizations required for all consignments.
6. To check all copies of all invoices and other documents with his superiors before being sent to finance.
7. To follow up the processes of the clearance of sea and air freighted consignments.
8. To revise all clearance agents invoices and customs documents before being send to finance division.
9. To check and follow up the drawback procedures and refunding the value of customs previously paid.
10. To handle processes of foreign procurement's procedures necessary for meeting the company needs locally.
11. To conduct local market research for items regularly used by and to prepare records of suppliers and prices.
12. Follow up local purchase requisitions and orders, reporting issues and/or concerns requiring prompt action.
13. Place orders via suppliers, arrange for the best delivery dates, arrival of goods and ensure the necessary shipping information and documentary.
14. To coordinate communicating information and documentation with warehouse regularly and on time according to the established policies and procedures.
15. To undertake any other duties and responsibilities as may be assigned to him from time to time to time by his superiors.

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1. Knowledge:

1. B.Sc. Engineering (Electrical/Power) or equivalent.
2. Specialized Academic Certificate and/or Additional Professional Certification and Accreditations is an asset.
3. Having a minimum of THREE years previous experience in a similar position.
4. Demonstrates very good Procurement knowledge.
5. Displays team spirit skills.
6. Displays very good analytical skills.
7. Displays effective verbal, presentation and communications skills.

2. Complexity and Judgment

- Incumbent is required to demonstrate very good knowledge of local and foreign procurement processes in large functional disciplines.

3. Responsibility

A. Freedom to Act

- The job incumbent responsibility is extended to local and foreign procurement processes as described in duties and responsibilities above.

3/A- Laws, policies and procedures governing the job boundaries.

1. Technical and professional procurement policies and procedures.
2. Procurement Laws and Legislations.
3. ISO Certificates policies, rules and procedures.
4. Other rules and/or regulations directly and/or indirectly related to procurement processes.

3/A/2/1	Conducts job-related studies and researches on: As might be requested and assigned to him.	Yes
3/A/2/2	Analysis and evaluates job-related studies and researches on: As might be requested and assigned to him.	Yes

B. Scope/Span

- The job incumbent responsibility is extended to cover local and foreign procurement processes.

4. Supervision Exercised

4/2- Supervision Exercised OVER the “Job Holder”

4/2/1 Immediate supervisor **FUNCTIONALLY** and **CONCEPTUALLY** oversees the performance of the job.

4/3- Jobs directly reporting to the “Job Holder”

Sr. No.	Job Title	Number of Job Holders
4/3/1	None	None

4/4- Supervision Exercised BY the “Job Holder”

4/4/1 Only **FUNCTIONALLY** oversees his job.

5. Interpersonal and Communication Skills

5/1- Job holder’s External Communications-e.g.:-

5/1/1 Vendors and suppliers. YES

5/2- Job holder’s Internal/External Communications objectives e.g.:-

5/2/1	Secure approval	YES	<input type="checkbox"/>
5/2/2	Obtain information	YES	<input type="checkbox"/>
5/2/3	Explain to maintain cooperation and support	YES	<input type="checkbox"/>

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5/2/4 Represent Company/Department

YES

5/2/5 Others: As may be assigned to him by his superior.

6. Manual / Motor Skills

6/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP/Oracle System
3. Mobile Phone

6/2- Hazardous that represents a threat to the job holder while getting the job done.

- Nil

7. Visual Concentration

- The job requires continues requirement for some visual concentration up to 60% of the job incumbent's working day.

7/1- Machines and equipments used by the job holder to get the job done.

1. Personal Computers
2. ERP/Oracle System
3. Mobile Phone

7/2- Hazardous that represents a threat to the job holder while getting the job done.

- None

8. Physical Effort

- Normal physical office effort.

9. Work Environment

A. *Working Conditions*

- Normal air conditioned fully equipped office.

B. *Overnight Travel*

- The job does not require travelling within and/or outside country boundaries.