

## **Senior Procurement Officer (Permanent Full-Time)**

As the Senior Procurement Officer you will provide specialized procurement services and oversee the day-to-day procurement activities for OPB. You will partner with internal stakeholders to guide them during each step of the procurement life-cycle, provide recommendations and advice on small to large procurements, and support the ongoing engagement with vendors to ensure OPB received value for money. You will also be responsible for implementing and administering corporate procurement policies and procedures within a risk management and compliance framework. You will develop, implement, and administer procedures for the effective monitoring and reporting of corporate compliance with procurement policies and procedures. Providing project oversight to the review of the procurement model at OPB, you will determine the appropriate model and lead continuous procurement process improvement initiatives.

You are an experienced procurement professional with full-cycle procurement experience. This includes in-depth knowledge and understanding of public procurement principles and methods, practices and regulations, and of the tendering process including contract negotiation and post-award contracting activities. You have strong negotiation, verbal and written communication skills to persuade and provide advice and guidance. You are able to prepare presentations, reports, and have the ability to advise, educate, and train employees on procurement concepts and compliance expectation in a collaborative manner. You have a good understanding of continuous process improvement principles and practices.

You possess a university degree either in business administration, commerce, finance, supply chain management or in a related discipline or a combination of education and work experience. A relevant professional designation from a recognized institute (SCMP, CPPB) or working towards its attainment is preferred.

**Are you interested in this exciting opportunity?  
If yes, please submit your resume by 5:00pm, January 29, 2020.**

**Please visit OPB's Career page to apply: <https://opb.talcura.com/candidates/home.aspx>**

OPB is committed to providing accommodation for people with disabilities in its recruitment process. Please advise OPB if you require an accommodation and we will work with you to meet your needs. Candidates being considered for this position will be required to submit to a background screening.