

Role Title

Ref no- 18/06/260

Procurement Manager
Role Information

Role Type	Pay Band	Location	Duration	Reports to:
Full Time	6	Bangladesh	Indefinite	Head of Procurement

Role purpose

To manage two pillars of British Council Bangladesh's procurement function- operational procurement and procurement admin. This position needs to ensure procurement is managed efficiently, run effectively, meets compliance standards and is good value for money. This new position will support the Head of Procurement in implementing procurement policy for all business units and will contribute in strategic sourcing.

About us

The British Council is the UK's international organisation for cultural relations and educational opportunities. We create friendly knowledge and understanding between the people of the UK and other countries. We do this by making a positive contribution to the UK and the countries we work with – changing lives by creating opportunities, building connections and engendering trust.

We work with over 100 countries across the world in the fields of arts and culture, English language, education and civil society. Each year we reach over 20 million people face-to-face and more than 500 million people online, via broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body.

Function overview

British Council Bangladesh is a high priority British Council operation with SBUs like teaching, exams, grant/partnership funded projects and programmes. We currently operate from 3 cities (Dhaka, Chattogram & Sylhet) to run all SBUs operation across the country.

The centralised Procurement Team in Bangladesh was set up in 2016 as part of the Global Procurement Transformation programme and this enhanced cluster based operational procurement capability is aligned with the global procurement function. This team receives support from global category managers and carries out end-to-end procurement function for all SBUs. The Procurement team has 6 members led by the Head of Procurement and intended to work as a business partner to operational teams by providing expert sourcing and supplier management services to leverage the scale to drive better value from supplier relationships. The new Procurement Manager will support the Head of Procurement and will manage the team of four procurement officers. The procurement officers are carrying out the sourcing, operational and P2P admin activities for all teams across the country.

Main opportunities/challenges for this role

- This newly created post will be responsible for managing the procurement team and will work closely with different local and global teams. S/he will have the scope to provide procurement support for other countries of the cluster within the South Asia region.
- This position can support the rapidly changing needs of the British Council and can directly contribute to the country operation through generating benefits
- Have scope of meeting wide range of people and work on vast range of procurement requisitions
- The position holder should ensure efficient procurement support to the organisation that currently works with 620+ vendors across the globe, majority from local market.

Main Accountabilities

- Manage the procurement function to ensure that procurement requisitions are delivered on time to meet business requirements.
- Coordinate with SBUs to frame their needs on a weekly basis then to initiate and monitor procurement exercises to match those requirements.
- Monitor and update the InTend contract register and ensure timely initiation to execution of procurement exercises.
- Control P2P admin on a monthly basis to meet Financial Control and Compliance Framework.
- Contribute to strategic sourcing initiatives for cluster countries to increase number of preferred vendors and bring more goods/services under contract.
- Monitor spend patterns, develop strategies to address high spend and plan procurement exercises on a quarterly/yearly basis to achieve value for money.
- Review tender documents to ensure that requirements are well defined and robust evaluation criteria are incorporated.
- Ensure maximum participation of vendors in tendering exercises and invite potential vendors without any prejudice.
- Evaluate the bids, facilitate evaluation committees based on procurement thresholds and negotiate with vendors.
- Prepare contracts with appropriate British Council approved templates incorporating essential clauses to safe guard legal and commercial interests of the organisation.
- Monitor team members to deliver the requisitions on time, maintaining quality and vendor payments to be made within agreed terms.
- Address stakeholders' complaints and/or queries resolving them in a timely manner
- Identify strategic solutions to tactical buying operations.
- Conduct due diligence to confirm vendor enlistment only after essential checks
- Prepare a monthly benefit tracking report and monitor benefit progress against forecasts/pipeline.
- Monitor tendering exercise on InTend portal to ascertain compliance at each stage
- Map, monitor and upgrade vendors' profiles with Child Protection, Equality-Diversity-Inclusion, GDPR & Anti-fraud requirements.
- Ensure all vendors adhere to British Council standard policies.
- Manage the Approved Supplier List (ASL) and vendor database ensuring it fully reflects the nature and extent of procurement activities.
- Foster innovation in the supply market to support sustainability.
- Visit vendor facilities and relevant events of SBUs especially in provincial areas to develop the vendors on the ground & addressing points of improvements.

Key Relationships

Internal

Local, Regional & Global Procurement Team members, Local Finance, Shared Services Centre (SSC), Global Category Managers, Benefit Tracking Manager, Global Contracts Team and Country Operation department heads (all SBUs)

External

Key vendors at home and abroad, Consultants, Customs Authority and other government agencies

Role Requirements

Threshold requirements:		Assessment stage
Passport requirements/ Right to work in country	Bangladeshi passport holder or legally entitled to work in Bangladesh	Shortlisting
Direct contact or managing staff working with children?	No	N/A
Notes	NID, local/international police record check, qualification and reference checks are required	
Person Specification:		Assessment stage
Language requirements		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
English Language at Proficiency Level equivalent to IELTS band score 7.0.		Shortlisting
Qualifications		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Graduate degree in any discipline	Post graduate degree (Finance and/or Business and/or Management) Professional qualification in supply chain management	Shortlisting
Role Specific Knowledge, Skills & Experience		
<i>Essential</i>	<i>Desirable</i>	<i>Assessment Stage</i>
Minimum of 3 years' experience in a similar role. Experience in working with a diverse team. Experience of an ERP system.	Working knowledge of SAP	Shortlisting

British Council Core Skills	Assessment Stage
<p>Communicating and Influencing (Level 3) – Able to use a range of non-standard and creative approaches to inform, and persuade others, extending beyond logical argument to influence decisions and actions in a way which is inclusive and engaging</p> <p>Managing people (Level 2) – Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</p> <p>Planning & Organising (Level 2) – Organises own work over weeks and months, or plans ahead for others, taking account of priorities and the impact on other people.</p> <p>Managing risk (Level 2) – Has track record of identifying and highlighting risks and suggesting mitigating actions.</p>	Shortlisting and Interview
British Council Behaviours	Assessment Stage
<p>Creating Shared Purpose (more demanding): Creating energy and clarity so that people want to work purposely together.</p> <p>Working Together (essential): Establishing a genuinely common goal with others.</p> <p>Being Accountable (more demanding): Putting the needs of the team or British Council ahead of my own.</p> <p>Making it Happen (more demanding): Challenging myself and others to deliver and measure better results.</p>	Interview
Prepared by:	Date:
Asraful Islam, Head of Procurement	31 May 2018

“The British Council believes that all children have potential and that every child matters - everywhere in the world. The British Council affirms the position that all children have the right to be protected from all forms of abuse as set out in article 19, UNCRC, 1989”

“The British Council is committed to a policy of equal opportunity. Our policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender, age, disability, ethnicity, religion or marital status. We guarantee an interview to disabled candidates who meet the essential criteria”