



# Job Description

Date:01/08/2024

## 1. Identification

*Job Code (HR USE ONLY)*

Job Title:	Sr. Construction Procurement Specialist	Division :	Procurement for International Projects
Reports to - Title:	Procurement for International Projects General Coordinator	Department/Area:	Procurement
Country:	Oman	Job Family:	Analyst
Location:	Muscat / Sohar	Level:	DE-4

## 2. Job Summary

The scope includes supplier development of categories, procurement services and goods, full compliance to Vale's Procurement Standards and Procedures, constant attention to opportunities of cost reduction, commitment with project's best practices, commitment with HSE and support contract management with suppliers.

## 3. MAIN RESPONSIBILITIES

- Be committed on achieving Vale's Purpose and Ambitions.
- Take full responsibility for the procurement process under his/her responsibility, from start of the process until the contract /PO is issued, information uploaded in SAP and Handover to the end-user.
- Criticize constructability of our services and provide imputes into the end-user technical positions.
- Monitor market trends and supply alternatives related to operation necessities.
- Define and align the procurement strategy for each demands considering market risks and options.
- Managing of purchase contract of services and goods by monitoring the expiry date for renewal or replacement of new supplier.
- Identify and take advantage of potential synergies among projects and operations in the region.
- Monitoring the supplier performance and penalties as to in line with the contract.
- Ensure the price negotiation is always in line or below the market price for contract renewal or replacement with new supplier.
- Address end users demands in an agile manner, keeping our Lead Time within the expected parameters.
- Manage relationship and issues with areas of interface and suppliers.
- Explore opportunities of optimization of Total Cost of Ownership of the required categories, exploring aspects like price, logistic, relationship with communities, environment, safety, taxes, technical specification, operational usage, technical performance, mobilization/demobilization, risk management (financial, liability, quality assurance) and time (availability, NPV, date of need)
- Responsible of Purchase Requisition treatment and addressing.
- Prepare monthly report of KPI for data analyzing and process improvement.  
Fully utilize VPS as a way to raise efficiency within procurement and assure H&S.

## 4. Job Dimensions



**General**

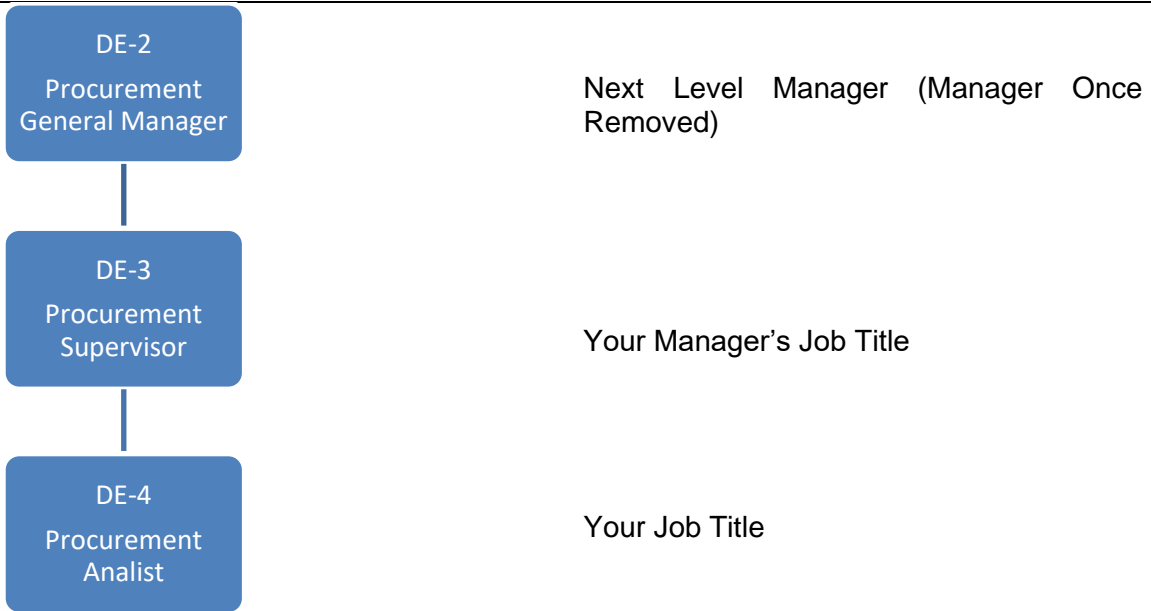
Cost Management

- Capital Spending: USD 100 Million to USD 500 Million/ annum in FEL 4

**5. Working Relationship**

- a. Internal relations :** All departments related to the implementation of international projects including Engineering, Geotechnical, Marketing, Process, Ferrous, Global Procurement, Logistics, Tax, Legal, etc.
- b. External relations :** Vendors & Suppliers, Ministry of Transportation, Ministry of Labour, Ministry of Industry & Trade, Custom, Police, Provincial Government, Local Government, Local Communities.

**6. Organizational Chart – Direct Reporting Relationships**



<p>Other job titles reporting to your manager:</p> <ul style="list-style-type: none"><li>• Procurement Supervisor</li></ul>	<p>Job titles reporting to you:</p> <ul style="list-style-type: none"><li>• NA</li></ul>
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## 9a. Behavior Competency

1. Integrity
2. Emotional Self Awareness
3. Achievement Motivation
4. Innovation
5. Relationship Building
6. Change Leadership
7. Developing Others
8. Impact and Influence
9. Strategic Business Sense
10. Strategic Leadership Skills
11. Strong Interpersonal Skills
12. Strong Analytic and Problem Solving Skills

## 9b. Technical Competency

1. Civil Constriction Budgeting
2. Construction Capital Planning
3. English
4. Financial Business Sense
5. Environment, Health and Safety
6. Presentation Skills
7. Process Improvement and Cost Reduction
8. Production Planning
9. Project Management
10. Report Writing
11. Performance trade-offs & negotiation
12. Warehouse management
13. Transportation management
14. Supply chain synchronization
15. Risk management
16. Sustainability
17. International regulations
18. Strategic sourcing and supplier relationship
19. Customer relationship management
20. Applying lean and six sigma tools
21. Ability to manage multiple, complex projects and changing priorities.

## 9. Working Conditions

*This section asks you to describe the conditions under which the job is performed. Please select the appropriate statement.*

### (i) Physical Effort

- A. Frequent periods are spent standing or sitting in the same location with some opportunity to move about. Occasionally required to stoop or lift light material or equipment.
- B. Almost continuously sitting in the same position or standing/walking. Frequent requirement to lift/handle material or equipment of moderate weight.
- C. Regular periods during which there is continuous physical exertion required, e.g., walking standing, stooping, climbing, lifting material or equipment, some of which may be heavy or awkward.
- D. Almost continuously engaged in one or more strenuous physical activities simultaneously. For example, climbing, walking, carrying heavy and/or awkward material or equipment. Work may be performed in confined spaces and/or awkward positions.

- (ii) Physical Environment**
- A. Located in a comfortable indoor area. Conditions could produce mild discomfort on occasion, e.g., dust, moderate noise.
  - B. Occasional exposure to factors such as temperature extremes, moving machinery, noise, and fumes which cause noticeable discomfort.
  - C. Almost constant exposure to factors such as temperature variations/extremes, fumes, moving machinery, humidity, and toxic materials which cause frequent periods of extreme discomfort and/or a noticeable risk of accident or illness which cannot be eliminated from the job.
  - D. In addition to constant or frequent exposure to factors causing extreme discomfort, there is regular exposure to factors which carry an extreme risk of accident or illness which cannot be eliminated from the job.

- (iii) Sensory Attention**
- A. Occasional need to give moderate attention, either hearing or seeing, to what is happening.
  - B. Regular need to give close attention, either hearing or seeing, to what is happening.
  - C. Frequent need to give concentrated attention, with one or two senses at a time, where stimuli are changing.
  - D. Almost constant need to give concentrated attention where multiple stimuli are changing, quickly and where two or more senses - hearing, seeing, touching, tasting - must be used in coordination.

- (iv) Mental Stress**
- A. There is some modest pressure from deadlines or other productivity standards. Work is somewhat repetitious.
  - C. There is continuous pressure from deadlines, production requirements, accuracy or similar demands. Unpleasant contacts and/or concern about unpleasant situations are frequent. Moderate disruption of family/social life.

B. Work and/or environment are very repetitious/unchanging. There is noticeable pressure from deadlines, production requirements, accuracy or similar demands. Unpleasant contacts and/or concern about unpleasant situations are probable.

D. There are multiple demands for critical decisions to be made simultaneously; personal life is disrupted frequently, or there are on-going confrontations or other distinctly unpleasant client or customer contacts.

**11. Agreed By**

Antonio Cardoso  
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Immediate Manager (Approved)

\_\_\_\_\_  
(m/d/yyyy)  
\_\_\_\_\_  
Date :

\_\_\_\_\_  
Human Resources (Reviewed)

\_\_\_\_\_  
(m/d/yyyy)  
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Date :