

## **POSITION DESCRIPTION**

Kumul Consolidated Holdings

### **AM9053 - Manager Procurement & Contracts**

**Kumul Consolidated Holdings (KCH)** is a State-Owned Statutory Corporation with a clearly defined mandate to build shareholder wealth and to improve the provision of services to the people of Papua New Guinea. KCH is the Trustee Shareholder for 10 Majority State-Owned Enterprises (SOE) operating in the aviation, banking & financial services, insurance, maritime infrastructure, power, post & logistics, telecommunications, water & sanitation sectors.

Applications are invited from experienced and qualified professionals for this exciting and rewarding opportunity based in Port Moresby.

### **MANAGER PROCUREMENT & CONTRACTS**

Reporting to Chief Investment Officer, this role will be responsible for the efficient and systematic procurement of goods and services, monitoring of contracts, development of transparent tendering schedules and good record keeping, providing advice on best methods of procurement and contract design, developing best business practice in relation to commissioning and procurement, advising and developing strategy, policy and procedures aligned with corporate objectives.

#### **Key Responsibilities:**

- Deliver contracts to achieve client and corporate objectives
- Understand and ensure contract complies with regulatory, governance and community requirements
- Develop and deliver against project goals and objectives
- Ensure risk is managed in a proactive manner
- Build and maintain productive internal and external relationships to facilitate the delivery of the project
- Lead and develop an effective and productive team
- Participate and contribute to an effective and productive team.

#### **Expected Competencies:**

- Diploma in Construction and Supply Chain Management with Project Management Qualification
- Registered with relevant professional bodies
- Minimum 5 years' experience in a similar role in a private organisation
- Proven experience in supplier and contract management including effective service delivery
- Experience of working in an environment where development activities have been outsourced to a supplier
- Experience working in an environment where a significant contribution to the overall success depends on service contracted to an external supplier
- Proven experience in project organisation and the leadership qualities to drive delivery of the projects
- Experience with Contracts & subcontracts Management
- Strong communication and inter-personal skills with the ability to work effectively and collaboratively with colleagues and external parties
- Good project management, leadership, interpersonal, planning & organising, negotiation and influencing, team building and communication skills
- Ability be analytical and to contribute to strategic planning
- Conflict management.

**This position is open to both Citizens and Non-Citizens residing in PNG.**

### **APPLY NOW**

Please visit our website: <https://vanguard.com.pg/vacancies/>

Complete the online application form and attach the following - updated CV and details of three (3) referees with current contact details.

Full Position Description (PD) can be requested via email [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) alternatively, call (+675) 7500 7500.

**Applications close COB Friday 12<sup>th</sup> July 2024**

*Only shortlisted candidates will be contacted*

To apply for this position:

- Download and complete the Application Form from <https://vanguard.com.pg>.
- Email the application to [jobs@vanguard.com.pg](mailto:jobs@vanguard.com.pg) together with a copy of your CV in MS Word format.

**Note: Do not include copies of any other documents. You will be asked to provide the originals of certificates etc if you are selected for Interview**