



Job Description

Identification No	IMS-EJS/MD/FIN/HRADM/T/001	Revision Number: 01
Date of Issue	02-01-2026	Revision Date: 01-05-2026

Job Title: Sourcing Lead / Procurement

Department: Commercial

Reports To: Commercial Lead

Position Summary

The Procurement / Sourcing Lead is responsible for leading strategic sourcing and procurement activities to ensure the organization acquires quality goods and services at competitive prices while maintaining compliance, efficiency, and supplier performance standards. The role involves supplier identification, contract negotiation, category management, spend analysis, procurement planning, risk mitigation, and cross-functional collaboration.

The position plays a critical role in optimizing procurement costs, improving supply continuity, strengthening supplier relationships, and supporting organizational growth objectives.

Main Duties & Responsibilities

1. Strategic Sourcing & Procurement Planning

- Develop and execute sourcing strategies aligned with business objectives.
- Analyze procurement requirements and forecast purchasing needs.
- Identify opportunities for cost reduction, supplier consolidation, and process improvement.
- Lead category sourcing initiatives for direct and indirect spend categories.
- Conduct spend analysis and procurement market intelligence.
- Develop annual procurement plans and sourcing roadmaps.
- Monitor industry trends, market conditions, and pricing fluctuations.

2. Supplier Management

- Identify, evaluate, and onboard new suppliers and vendors.
- Conduct supplier capability assessments and due diligence.
- Build and maintain long-term strategic supplier relationships.
- Evaluate supplier performance using KPIs and scorecards.
- Resolve supplier performance issues including delays, quality concerns, and non-compliance.
- Lead supplier business reviews and performance meetings.
- Ensure suppliers meet ethical, sustainability, and compliance requirements.

3. Tendering & Negotiation

- Lead RFQ, RFP, and RFI processes.
- Prepare bid evaluation criteria and supplier comparison analyses.
- Negotiate pricing, payment terms, delivery schedules, and service-level agreements.
- Draft and review procurement contracts and framework agreements.

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- Ensure favorable commercial terms and risk mitigation in contracts.
- Support legal and finance teams during contract finalization.

4. Procurement Operations

- Manage purchase requisitions, purchase orders, and procurement approvals.
- Ensure timely procurement and delivery of goods and services.
- Monitor inventory levels and coordinate replenishment activities.
- Collaborate with warehouse, logistics, and operations teams.
- Track procurement cycle times and operational efficiency.
- Ensure procurement documentation is accurate and properly maintained.
- Monitor procurement budgets and spending controls.

5. Cost Management & Savings

- Identify and implement cost-saving initiatives.
- Conduct total cost of ownership (TCO) analysis.
- Benchmark supplier pricing and market rates.
- Monitor budget adherence and spending trends.
- Prepare savings reports and procurement performance dashboards.
- Drive value engineering and alternative sourcing initiatives.

6. Compliance & Risk Management

- Ensure procurement activities comply with company policies and regulations.
- Maintain procurement governance and ethical sourcing standards.
- Identify supply chain risks and develop mitigation strategies.
- Monitor supplier compliance with contracts and regulatory requirements.
- Participate in internal and external procurement audits.
- Maintain confidentiality and integrity in procurement processes.

7. Stakeholder Management

- Partner with internal departments to understand procurement needs.
- Provide procurement advisory support to business units.
- Coordinate with finance for payment schedules and budgeting.
- Work closely with operations and project teams on procurement timelines.
- Support senior management with procurement reports and recommendations.
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Key Performance Indicators (KPIs)

- Procurement savings achieved
- Supplier on-time delivery rate
- Procurement cycle time
- Contract compliance rate
- Supplier performance score
- Inventory availability
- Purchase order accuracy
- Procurement budget adherence
- Supplier risk reduction
- Cost avoidance achieved

Approval and Signature

Approved by:	Human Resources Coordinator
Signature:	
Date:	01-May-2026



Employee Acknowledgement and Signature

I, FELISTER EMMANUEL LIGANGA, acknowledge that I have read and understood the duties, responsibilities, and requirements outlined in this Job Description for the position of Front Desk Officer. I agree to perform my duties to the best of my ability and comply with the company's policies and procedures.

Employee Name: FELISTER EMMANUEL LIGANGA

Employee Signature: 

Date: 1/5/2026

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