



KENT COLLEGE
DUBAI

ROLE DETAILS	
Job Title	Procurement Specialist
Reports to	Procurement Head
Business Unit	Education
Department	Procurement

Job Purpose

Being a member of the procurement team, you will be responsible of ensuring that schools and HQ requirements are fulfilled for excellent delivery of education to all of our students across all groups of schools.

You should be dynamic and able to resolve problems, while maintaining complete compliance to corporate governance. Proper planning, excellent time management, and knowledge of the education supplier base, outstanding stakeholders' management skills are essential qualities we look for in our team members.

The incumbent will continuously strive to exceed internal & external customer expectations while embracing Kent College Dubai Core Values.

DUTIES & RESPONSIBILITIES

Main Duties

- Develop bids for assigned goods and services.
- Draft contract documents and bidders list, including inquiry preparations, request for bids.
- Prepare award analysis and recommendations.
- Maintain relations with preferred vendors to ensure procurement of high-quality goods/services, expedient delivery, and dependable service at optimum price.

Specific Duties

- Prepare award presentation for Tender Committee approvals.
- Review requests for variation orders and ensure reasonable market pricing, liaison with requester/consultants for any clarifications.
- Ensure compliance of purchasing activities with corporate governance.
- Solving problems related to procurement processes, logistics and tenders.
- Maintain documentation related to all purchases/tenders.
- Ensure that procurement practices align with the organization's sustainability goals.
- Research and identify potential suppliers or vendors who can provide the required goods or services.
- Identify and mitigate procurement risks, including supply chain disruptions and compliance issues.
- Ensure quality, pricing, and reliability on assigned requirements.



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- Negotiate pricing, terms, and conditions with suppliers and finding cost-saving opportunities.
- Effective communication with various internal stakeholders.
- Performing procurement activities in the IT systems, including maintaining price catalogues
- Maintain track of the procurement plan to achieve department goals and KPIs.
- Analyse markets to determine vendor's sources and product availability.
- Ensure compliance with corporate governance.
- Supplier relation management aspects.
- Other tasks as reasonable assigned.

QUALIFICATIONS & KNOWLEDGE & SKILLS

- Minimum graduate level degree or related Procurement specific qualification.
- CIPS Certified would be an added value.
- A minimum of 5 years' experience in procurement, strong preference within the region. Having education procurement experience is preferable.
- Fluent English communication skills, written and oral. Arabic is added value
- Attention to details with diligent follow up, and able to execute in a timely manner
- Skilled in multi-tasking and handling pressure
- Excellent interpersonal skills
- General knowledge of agreement terms and conditions
- Proficiency in procurement software and tools (e.g. SAP, Oracle)
- Strong ability to negotiate terms, prices, and other critical contract elements
- Ability to analyse and interpret procurement metrics and KPIs

