## Job Description

| **Job Title** | Manager Sourcing  
**NAT/B/150/1718** |
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<tbody>
<tr>
<td><strong>Strategic Business Unit</strong></td>
<td>Business Support Services</td>
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<tr>
<td><strong>Reports to</strong></td>
<td>Head of Procurement</td>
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<tr>
<td><strong>Location</strong></td>
<td>Pakistan (can be based in Lahore, Islamabad or Karachi)</td>
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<tr>
<td><strong>Pay Band</strong></td>
<td>PB 6</td>
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<tr>
<td><strong>Duration of job</strong></td>
<td>Two year fixed term contract of employment</td>
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### PURPOSE OF JOB

The main purpose of this position is to evaluate spend patterns within each category and develop strategies, aligned with the regional strategy, to carry out market exercises to achieve a robust Procurement operation.

### CONTEXT AND ENVIRONMENT

**The British Council**

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.

**Country Operation**

The procurement function has recently undergone a major transformation moving from a distributed procurement model to a more consolidated centralized model based on a comprehensive gap and business need analysis. Currently, the Pakistan team comprises of 4 procurement officers and a contracts manager, managed by a Head of Procurement, managing an annual spend of PKR 2 Billion and growing rapidly.

This position will report to the head of procurement to bridge the gap and provide strategic and tactical support to the Buying desk. The job scope will extend to three large offices in Karachi, Lahore, and Islamabad.

**Unit Details**

The Unit will work with relevant stakeholders to develop sourcing approaches for specific requirements. Working collaboratively with the Buying desk to identify strategic solutions to tactical buying operations where appropriate and will contribute local market knowledge and generally support Category Management initiatives.

### ACCOUNTABILITIES, RESPONSIBILITIES AND MAIN DUTIES

- Implement the global British Council procurement strategy in Pakistan
- Implement the local/Global British Council procurement policy
- Implement and ensure compliance to the British Council Information Management policy relevant to procurement.
- Develop processes to provide Sourcing support in the effective implementation of policy, resolution of issues and successful delivery of procurements.
- Plan and manage the Sourcing strategy and activities including but not limited to spend analysis.
- Plan and manage regular Sourcing activities including but not limited to vendor development, supplier-market analysis and capacity building of potential vendors.
• Develop and rollout technical guidelines for the sourcing unit
• Manage key internal stakeholder relationships to deliver a customer centric service.
• Manage key supplier relationships to deliver value for money on strategically significant categories.
• Support the Director Procurement in identification, assessment and management of potential sourcing risks.

KEY RELATIONSHIPS
The post holder will need to develop successful relationships with:
• Purchase requisitioner’s for all SBUs
• Local and SSC Finance team
• Shared Services Centre - SAP Team
• Relevant Global Service Desk contacts

OTHER IMPORTANT REQUIREMENTS OF THE JOB
We encourage work life balance. However, occasionally the role may require working at unsocial hours and traveling.

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties and location of work, which may have to be varied subject to the needs of the organisation, in keeping with the general profile of the post.

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<tr>
<th>Passport/visa and/or nationality requirement</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Security or legal checks required for this role</td>
<td>Comprehensive background check</td>
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## Person Specification

### Behaviours

<table>
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<tr>
<th>Essential</th>
<th>Desirable</th>
<th>Assessment stage</th>
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<tr>
<td>Behaviours assessed during interview stage of recruitment process&lt;br&gt;Being Accountable - More demanding&lt;br&gt;Working Together – Most demanding&lt;br&gt;Making It Happen - More demanding</td>
<td></td>
<td>The position holder will be required to demonstrate all six behaviours, on the job. These will be assessed during year end performance evaluations.</td>
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<td>Behaviours not assessed during recruitment process&lt;br&gt;Shaping the Future - Essential&lt;br&gt;Creating Shared Purpose - Essential&lt;br&gt;Connecting With Others – More demanding</td>
<td></td>
<td>Behaviours to be assessed during the interview stage of recruitment are mentioned.</td>
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### Skills and Knowledge

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<tr>
<th>Core Skills: Managing People (L2)</th>
<th>Core Skills: Managing Risk L3</th>
<th>Core Skills: Communicating and Influencing (L2)</th>
<th>Experience</th>
<th>Qualifications</th>
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<tr>
<td>Supervises a small team of people doing similar jobs to deliver short term tasks to agreed quality and time standards.</td>
<td>Develops the culture.&lt;br&gt;Has track record of analysing potential risks, promoting risk awareness, and holding others to account for their practices.</td>
<td>Relates communications to circumstances: Displays good listening, writing and speaking skills, setting out logical arguments clearly and adapting language and form of communication to meet the needs of different people/audiences.</td>
<td>+4 years of relevant experience</td>
<td>BBA or equivalent&lt;br&gt;MBA or equivalent</td>
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### Experience Qualifications

- Short listing and Interview
- Short listing and Interview