



OFFICE OF THE CLERK OF PARLIAMENT
PARLIAMENT OF THE REPUBLIC OF SIERRA LEONE
PARLIAMENT BUILDING
O&U DRIVE, TOWER HILL
FREETOWN
E-mail: apply@parliament.gov.sl



POSITION TITLE: DIRECTOR OF PROCUREMENT AND TRANSPORT

Main Duties

- Responsible for procurement & operations, including contract management and compliance
- Formulate, communicate and advocate the Transportation “vision” and continually adjust based on work conditions
- Work with internal and external customers and transportation 3rd Parties to strategically align transportation to serve the organization’s requirements
- Ensure service requirements are met, lead and direct team in root cause analytic and implement solutions to improve transport situation
- Develop and execute transportation sourcing strategies to support parliament needs
- Build and maintain internal relationships with multiple levels within the organization
- Work within enterprise wide transportation team to establish and maintain base
- Manage carrier conformance to contractual obligations
- Build and maintain strategic relationships with carrier base senior executives
- Ensure expectations of consistent service performance are understood and achieved
- Lead the effort to execute carrier performance score-carding process, in which service, capacity and cost is measured.
- Maintain expert understanding of the transportation markets, including industry benchmarks for service and cost components such as fuel, assessorial and government regulation.
- Drive continuous improvement in transportation and service performance
- Manage budget and forecast transportation related cost variance analysis.
- Lead initiatives that provide for continuous improvement in service and cost profiles for the organization and transportation service providers.
- Initiate and/or deliver transportation strategies in support of strategic initiatives.
- Define the requirements for supporting transportation business processes and information systems.
- Coach and develop the Transport & Procurement staff utilizing internal methods and tools. Produce leaders who are able to support a diverse supply chain network.
- Lead teams of people in developing strategies for service and cost savings
- Lead and work cross functionally to develop strategies and models for network changes.
- Able to lead both an Transport and procurement organization inclusive of planners, analysts and managers.
- Demonstrates ability to influence senior management leaders on strategic policy matters
- Demonstrates intellectual curiosity and analytical skills in areas of high complexity, ambiguity and diversity with the ability to apply knowledge to work assignments



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- Demonstrates ability to collaborate and develop/maintain working relationships inside and outside the organization to enable effective completion of policy objectives
- Professional procurement and transport Certification is strongly desired

Position Qualifications

- Bachelor's Degree in procurement, Transportation, Supply Chain or related field, Master's degree preferred
- 10+ years Supply Chain experience with significant exposure to transportation procurement/sourcing strategy development and implementation
- Strong communication and interpersonal skills
- Experience in leading teams
- Procurement or Supply Chain operations experience
- Negotiating expertise
- Excellent financial/analytical skills
- Demonstrated organizational skills
- Strong conflict management and problem solving skills
- Proficient in MS Excel, Word, Outlook & Access
- Must possess a strong sense of urgency and accountability with ability to thrive in fast-paced hands-on environment