

JOB ANNOUNCEMENT

JOB POSITION: PROCUREMENT MANAGER
NATURE OF EMPLOYMENT: FULL-TIME POSITION
REPORTING TO: FINANCE MANAGER
JOB LOCATION: BUTRINT, SARANDA, ALBANIA

DESCRIPTION OF THE JOB POSITION

The Procurement Manager, supports and advances the mission, vision, and beliefs of the Butrint Management Foundation. The Procurement Manager is responsible for ensuring the effective and efficient procurement of goods and services essential for the proficient management of the cultural heritage site of Butrint. This role involves strong abilities in managing supplier and vendor relationships, approving purchase orders, and performing risk assessments in potential contracts and agreements. The successful candidate will be responsible for developing and implementing procurement strategies, ensuring cost-effective acquisition of goods and services, and guaranteeing compliance with relevant policies and regulations.

RESPONSIBILITIES

The following are the key competencies for the Procurement Manager at Butrint Management Foundation:

Strategic Procurement Planning: To develop and implement comprehensive procurement strategies aligned with the Butrint Management Foundation's goals and objectives. This includes the ability to conduct market research to identify potential suppliers, trends in the procurement industry and opportunities for cost savings.

Vendor Management: The Procurement Manager shall establish and maintain strong relationships with vendors, negotiating contracts and terms to achieve cost savings and favorable conditions. This includes regular evaluation of vendor performance, addressing any issues for improvement or discrepancies.

Procurement Operations: The candidate will oversee the entire procurement process, from requisitions to delivery, ensuring timely and cost-effective procurement of goods, services and works. Collaborating with internal stakeholders to understand their procurement needs and provide guidance on best practices.

Budgeting and Financial Management: The candidate will be involved in budget planning, monitoring expenses, and ensuring financial resources are allocated appropriately. To have the ability to work closely with finance and budgeting teams with the aim of developing and managing

procurement budgets, and to monitor and control procurement-related expenditures so they are in line within the budgetary constraints.

Risk Management: The Procurement Manager shall identify potential risks in the procurement process and implement effective strategies to mitigate them. This involves being informed about the industry trends and changes in regulations impacting procurement activities.

Policy Compliance: The Procurement Manager shall ensure strict adherence to relevant laws, regulations, and foundation policies and procedures in all procurement activities. This role includes the ability to develop, update, and communicate procurement policies and procedures based on the Foundation’s and site’s needs.

Contract Preparation: Post-procurement, the Procurement Manager will be responsible for drafting, negotiating, and finalizing specific contracts with vendors, with the assistance of outside legal counsel when necessary. This involves ensuring all contractual terms and conditions are clearly articulated and compliant with legal and regulatory standards.

Strategic Planning: The candidate will need to contribute to the development of long-term plans and strategies for the preservation and promotion of cultural assets within the park. This involves setting goals, establishing priorities, and identifying opportunities for growth.

Collaboration and Stakeholder Engagement: Effective collaboration with internal and external stakeholders, such as government agencies, local communities, researchers, and educational institutions, is crucial. The candidate should be able to build and maintain partnerships, facilitate dialogue, and engage stakeholders in the management and development of cultural assets.

Communication and Presentation: Strong written and verbal communication skills are essential for this role. The candidate should be able to effectively convey information to diverse audiences, deliver presentations, write reports, and engage in public speaking.

REQUIRED SKILLS

Education	<ul style="list-style-type: none"> • A degree in a relevant field such as law, economics, finance, accounting, or a related discipline is typically required. • Advanced degrees, such as a master's in law, economics, finance or specific specializations within cultural assets management is preferred.
Work experience	<ul style="list-style-type: none"> • At least 5 years of relevant work experience. • Previous experience in procurement management, demonstrating a comprehensive understanding of procurement principles, practices, policies, and strategies. • Previous experience in contract preparation and negotiation is highly desirable.

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Address: Rruga Telat Noga 2, apt 2, 9701 Saranda – Albania.

Qualities	<ul style="list-style-type: none"> • Experience in developing and implementing procurement strategies aligned with organizational goals and objectives. • Relevant trainings and certifications in procurement management and procedures. • Ability to conduct through market research to identify potential suppliers and cost-saving opportunities. • Strong negotiation, communication, and interpersonal skills. • Strong knowledge of and experience in ensuring compliance with relevant laws, regulations, and procurement policies. • Previous involvement in budget development and management, with focus on controlling procurement-related expenditures and optimizing budgetary resources. • Demonstrated ability to analyze complex procurement issues, think critically, and implement effective solutions. • Proficient in using procurement software and tools. • Strong and effective verbal and written communication and interpersonal skills, with the ability to collaborate effectively with internal and external stakeholders to understand and address their procurement needs.
Languages	<ul style="list-style-type: none"> • Strong English communication skills both written and verbal
Soft skills	<ul style="list-style-type: none"> • Ethical judgment and integrity, led by ethical standards and integrity in all procurement activities to ensure trust and transparency. • Very good communication skills, verbal and written with the staff and other stakeholders • Ability to adapt to the fast changes and challenges of the organization, new technologies, and other factors that are not foreseen in the workflow. • Teamwork; working well with all departments and problem-solving oriented. • Effectively manage time and prioritize tasks and activities that are requested by the leadership of the organization and colleagues.

The Butrint Management Foundation is committed to contributing to the economic and social development of the local communities, among other by maximizing local employment opportunities. Therefore, candidates from the areas near Butrint that fulfil the required skills and criteria are strongly encouraged to apply for this position.

DOCUMENT FOR SUBMISSION

- Curriculum Vitae
- Cover letter
- Two reference letters

BENEFITS:

- Professional development by offering trainings and career opportunities, provided by the organization, partners, and founders of BMF.
- Competitive salary compared to the market and the region of Saranda.
- Health insurance provided by the organization based on the internal policies of the BMF.
- Performance-based bonus and reward.

APPLICATION PROCESS

All documents should be sent in English language.

The official website for the application is <https://bmf.al/en/>

Interested candidates should send their documents via the official platform at <https://bmf.al/en/>, or to the following address: careers@bmf.al (referring the job title in your message).

All applicants will receive a confirmation that their electronic submission was received.

Only shortlisted candidates will be contacted for an interview.

Candidates may be asked to provide evidence of their education and professional background as well as their achievements and should be available for interviews.

Deadline for applications is (15.09.2024), 12:00 a.m. CET.

SELECTION PROCESS

- Prequalification (desk evaluation);
- First Round of Interviews (preferably in-person interview);
- Pre-employment testing
- Final Round of Interviews
- Notification of the successful candidate.

The compensation package for the position will be determined by the profile, experience, and qualifications of the winning candidate.

Should you have any questions, please contact: info@bmf.al

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