

Level of Impact

Medium Impact

Job Expectations within the next 3 years

Critical Work Functions	Today	Within 3 Years
Develop procurement plan	<ul style="list-style-type: none"> <li>Lead the development of procurement strategies to ensure alignment with the organisation's overall strategies</li> <li>Guide the development of procurement targets and KPIs</li> <li>Drive relationship building with organisational networks and external vendors for optimal procurement transactions</li> </ul>	<ul style="list-style-type: none"> <li>Establish procurement strategies and KPIs that support and enable the organisation's business objectives and comply with ESG norms</li> <li><b>[NEW]</b> Develop a <b>procurement technology roadmap</b> that focuses on automating routine and manual processes</li> <li><b>[NEW]</b> Design initiatives to <b>integrate technology</b> in procurement processes to prevent product counterfeiting, cybersecurity breaches and fraudulent practices, and to improve compliance and strengthen supplier risk assessment</li> <li>Use <b>SRM</b> systems to target key organisational networks and external vendors and build strategic partnerships with them, creating positive buyer-supplier relationships to optimise the procurement process, improve efficiency and reduce cost in the long run</li> </ul>
Manage seller selection processes	<ul style="list-style-type: none"> <li>Design and develop the seller selection process and direct team to source sellers that meet procurement requirements</li> <li>Guide the proposal development criteria to be used by prospective sellers</li> <li>Direct negotiations of contract terms and conditions with preferred sellers</li> </ul>	<ul style="list-style-type: none"> <li><b>[AUGMENTED]</b> Guide the adoption of <b>e-procurement systems</b> and <b>digital platforms</b> and <b>channels</b> to streamline the seller selection process, improve compliance and strengthen risk management</li> <li><b>[NEW]</b> Deploy <b>AI technologies</b> like <b>ML</b> and <b>NLP</b> in <b>e-procurement systems</b> to screen and match sellers, guide proposal evaluation criteria, standardise contracting processes and enable automated contract authoring, ensuring a seamless end-to-end procurement workflow</li> <li>Review the comparison of cost and quality across databases of similar products and sellers' scorecards and guide sourcing decisions</li> <li><b>[AUGMENTED]</b> Lead the use of <b>digital dashboards</b> to analyse sellers' behaviours and capabilities, facilitating successful price and contract terms negotiation</li> <li>Direct the usage of <b>e-negotiation platforms</b> to lower purchase costs and reduce negotiation time</li> </ul>

## Job Expectations within the next 3 years

Critical Work Functions	Today	Within 3 Years
Manage procurement activities	<ul style="list-style-type: none"> <li>Forecast inventory needs based on the organisation's business needs and market demands</li> <li>Endorse payments to sellers based on verifications of purchased products deliveries and reconciliations, and modify contracts based on sellers' performance and the organisation's quality standards</li> <li>Devise procurement audit procedures to minimise procurement risks</li> </ul>	<ul style="list-style-type: none"> <li><b>[AUGMENTED]</b> Forecast inventory needs based on organisation's business needs and market demands. Leverage <b>data analytics</b> to extract useful insights on product performance and forecast future demands</li> <li>Reduce the likelihood of under/overstocking by leveraging <b>automated inventory control systems</b> that can manage inventory in real-time and predict spending patterns</li> <li><b>[AUGMENTED]</b> Leverage <b>smart workflows</b> to standardise routing of work between procurement and financial systems as well as to endorse payments for products</li> <li>Institutionalise processes like "procure-to-pay" that link procurement to departments like accounts payable to drive efficiencies</li> <li>Build processes that monitor and audit seller performance against SLAs and address seller compliance/performance issues to mitigate procurement risks and ensure quality assurance standards are met</li> </ul>
Drive collaboration of human resource, technology, finance and continuous improvement initiatives	<ul style="list-style-type: none"> <li>Oversee department's financial budgeting process and budget utilisation</li> <li>Manage department's talent development and recruitment efforts</li> <li>Drive corporate governance measures</li> <li>Lead the use of technology for process improvement and innovation</li> </ul>	<ul style="list-style-type: none"> <li>Strategise the deployment of solutions like <b>data analytics</b> and <b>BI applications</b> to improve processes, conduct resource planning and enhance the budgeting process</li> <li>Ensure <b>interoperability</b> between <b>existing</b> and <b>new systems</b> and <b>software applications</b> in an organisation, allowing for effective and accurate data exchange and communication, information sharing and easy execution of activities</li> <li>Develop strategies to deliver work effectively through <b>job redesign</b> and <b>reskilling/upskilling strategies</b></li> <li>Drive <b>progressive</b> and <b>inclusive</b> corporate governance measures. Drive initiatives that uphold the organisation's <b>ESG guidelines</b></li> </ul>

## Job Adjacency

WITHIN WHOLESALE TRADE			OUTSIDE WHOLESALE TRADE		
Head of Operations	Head of Process Excellence	Head of Supply Chain	Head of Business Transformation/Change	Head of Vendor Management	Management Consultant

## SKILL DIFFERENTIATORS

### Roles Specific

SKILL	DESCRIPTIONS
Automated Inventory Management	Influence business partners to connect systems that can automate processes like replenishment, order management and delivery to achieve synergies and cost efficiencies.
E-Procurement Management	Guide development of predictive e-procurement systems to automate procurement processes, streamline transactions and combine real-time and historical data to predict future business needs.
Predictive Buying / Purchasing	Devise strategies to reduce procurement cost, improve efficiency and monitoring controls by leveraging predictive models to trigger automated purchasing. Define inventory levels and controls to ensure appropriate purchasing decisions.
Product Authentication	Strategise and integrate technology in procurement and packaging processes to prevent product counterfeiting and fraud to improve product authentication. Define the framework for supplier quality risk assessment.
Sourcing Portfolio Analysis	Oversee the sourcing portfolio analysis and develop strategies to concentrate or diversify supply, manage risks, enhance speed to market, and reduce costs.
Sustainable Sourcing and Procurement	Develop goals for sustainable sourcing and procurement and influence suppliers to be environmentally and socially responsible. Define a framework for monitoring suppliers to adhere to sustainable sourcing and procurement guidelines.

### IN THE NEXT 3-5 YEARS...

The role will continue to accelerate the application of data analytics to forecast future business needs and manage the supplier base. The role will lead the adoption of AI technologies to reduce the response time during purchase decisions. These technologies will help analyse preferred suppliers, purchasing history and real-time availability of products and providing operational support for answering queries about orders or shipments. The role will continue to drive the implementation of e-procurement systems and invest in capabilities that drive innovation. The role will collaborate closely with suppliers during product development to ensure sustainable sourcing and seek alternative procurement sources in the event of supply chain disruptions.

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