

BRAC Bank Limited, pioneer in SME Banking, delivers a full array of banking services to individuals as well as business entities. With a network of 186 Branches, more than 440 ATMs, 460 SME Unit Offices and 229 remittance delivery points, the Bank has unmatched reach to provide a comprehensive range of solutions to serve million.

To support its continuous business growth, BRAC Bank is currently looking for ambitious, smart, goal-oriented, enthusiastic individuals for the following position in **General Services Division**:

## Manager/Senior Manager, Procurement

**Employment Type : Full Time Employment**

**Job Location: Dhaka**

### KEY RESPONSIBILITIES

- Key commercial interface and drive negotiation with vendors ensuring compliance to Bank policies and directives.
- Provide guidance and assistance on interpretation of contractual clauses and obligations as required by the business with reference to Legal function when necessary.
- Ensure strict contractual scope bounding is established to protect against any profit leakage through scope creep, e.g. via agreed change control.
- Provide internal guidance on mitigation claims, and resolve any escalations via commercial governance. Maintain knowledge of operational issues which could result in commercial disputes. Advise
- Operational teams on commercial risk mitigation strategies.
- Negotiate and resolve commercial disputes and settlements relating to the contracted scope.
- Manage all activity within the agreed budget.
- Ensure accurate, cost efficient and timely delivery of procurement requirements
- Escalate critical issue in supply chain and drive issue solving.
- Closely monitor the inventory to a reasonable level.
- Manage and distribute the workload in the department.
- Ensure that KPIs are established and the key measurements are made with particular emphasis on continuous improvement.

### KEY QUALIFICATIONS

- Minimum Bachelor Degree (Bachelor in Engineering/Business/Law would be preferable) from UGC granted university or internally accredited university
- Minimum 5 years of relevant experience
- Certifications in Supply Chain & Procurement would be preferable
- Experienced and confident dealing with both vendors and management at all levels
- Strong negotiation skills
- Strong written and verbal communication skills
- Strong contractual and business law awareness
- Proven track record of commercial management and business case development
- Good appreciation of operational and financial issues
- Creative, innovative mind-set to spot opportunities and synergies

Only short listed candidates will be called for the interview as per recruitment process.

BRAC Bank reserves the right to accept or reject any application without assigning any reason whatsoever.

If you are interested to be a part of this diversified BRAC Bank family, then please Apply Online.

BRAC Bank does not charge any fee at any stage of the recruitment process. Please note that BRAC Bank is an equal opportunity employer. Any form of persuasion will disqualify the candidature before or after the final selection.

**Application Deadline: March 24, 2018**



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