

Job Title : **Manager / Senior Manager, Procurement**
Business Entity : Procurement, CRIS

Overview

The [Consortium for Clinical Research and Innovation, Singapore](#) (CRIS) brings together six national R&D, clinical translation and service programmes to advance clinical research and innovation for Singapore, and establish important capabilities for a future-ready healthcare system.

The Business Entities under CRIS include:

- [Singapore Clinical Research Institute](#) (SCRI)
- [National Health Innovation Centre](#) (NHIC)
- [Advanced Cell Therapy and Research Institute, Singapore](#) (ACTRIS)
- [Precision Health Research, Singapore](#) (PRECISE)
- [Singapore Translational Cancer Consortium](#) (STCC)
- [Cardiovascular Disease National Collaborative Enterprise](#) (CADENCE)

Together, CRIS makes a positive difference to Singapore patients and researchers by ensuring that these clinical research platforms and programmes are at the cutting edge of capability development and innovation. If you are as passionate as we are in clinical trials and research, we want you!

CRIS is looking for individuals who are keen to be part of a dynamic and efficient administrative team to support the strategic planning function of CRIS and its programmes for the role of Executive / Senior Executive (Procurement).

What you will be working on

(A) GENERAL

1. Formulate the Procurement policies and procedures, design and enhance the procurement related forms and templates to support the organisation's procurement activities.
2. Guide and provide advice to end-users on procurement policies, processes and systems.
3. Facilitate the end-to-end sourcing process, which include managing the quotations, tenders, request for proposals, and liaising with vendors and end-users on the procurement initiatives to support the different business units.
4. Review the sourcing specifications and justifications/evaluations put forth by end-users for each sourcing initiative.
5. Oversee the maintenance of the contract listing, and provide support and guidance in contract matters.
6. Oversee the process for review of open/outstanding purchase orders (POs), and to advise on methodologies to handle the open POs.

7. Review and provide advice to all purchase requisitions (PRs) raised in the organisation, to ensure that they comply with the procurement policies and procedures.
8. Assist in generating management and spend analysis reports.
9. Implement and oversee the use of Procurement software/system for the organisation, including designing of system manuals to support the process and system use.
10. Support budgeting for procurement initiatives.
11. Facilitate and provide support in both internal and external audit reviews.
12. Identify gaps in the procurement processes, and implement control measures.
13. Identify and facilitate the calling of demand aggregated (DA) contracts, and reach out to other entities to explore DA initiatives.

What we are looking for

(A) EDUCATION, TRAINING

Degree in supply chain, business or relevant fields.

(B) ATTRIBUTES

1. Minimum 5 years of relevant working experience
2. Seeking a driven and proactive professional with strong communication, interpersonal skills and team player
3. Energetic and willing to work under pressure to deliver results
4. In-depth knowledge of SAP system and E-procurement portal such as SESAMi
5. Strong software skills in Excel, PowerPoint and Word

What you need to know

Successful candidate will be offered a 3-year renewable contract. Please send your application to career@cris.sg with the subject **Application for Manager / Senior Manager (Procurement)**. We regret that only shortlisted candidates will be contacted. For more information about CRIS and the Business Entities, visit our websites below:

- CRIS – <https://www.cris.sg>
- SCRI – <https://www.scri.edu.sg>
- NHIC – <https://www.nhic.sg>
- ACTRIS – <https://www.actris.sg>
- PRECISE – <https://www.npm.sg>
- STCC – <https://www.stcc.sg>
- CADENCE – <https://www.cris.sg/our-programmes/cadence/>